

MOVEMENT
INSTRUCTIONS
INDIA

(PROVISIONAL).



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PREFACE

1 Movement Instructions, India (Provisional), contain the orders of H E the Commander in Chief regarding movements in and from India of personnel of the Army and Air Force in India, and individuals employed under the Defence Department of the Government of India. The book will be taken into general use from the date of its receipt.

2 The instructions contained in King's Regulations for the Army and the Army Reserve regarding movements are, except where at variance with Movement Instructions, India (Provisional), generally applicable to India.

3 Movement Instructions, India (Provisional), are divided into three main parts and appendices

I Rail moves in India

II Trooping

III Invaliding—British Personnel

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Lieut General,
Quartermaster General in India

Army Headquarters, Simla

1937

MOVEMENT INSTRUCTIONS, INDIA (PROVISIONAL).

CONTENTS

PART I—MOVEMENTS BY RAIL IN INDIA

	PAGE.
Military Traffic Rules—Warrants—Credit Notes	1
Arrangement of Moves	1
Drafts	2
Journeys to Ports for Embarkation	2
Provision of Rolling Stock	4
Types of Military Rolling Stock	4
Carrying Capacity of Rolling Stock	4
Size of and Charges for Troop Special Trains	5
Accommodation for Parties not requiring Special Trains	6
Accommodation in Troop Special or Ordinary Trains for Families	6
Marshalling and Loading of Trains	6
Taking Over Handing Over and Examination of Rolling Stock	7
Train Timings	8
Halts	8
Accidents	9
Interruptions of Traffic	9
Detention of Rolling Stock	9
Notice of Despatches	10
Military Stock Reports	10
Arrival and Departure Reports of Trains	10
Entrainment and Detrainment—Personnel	11
Responsibility of Commanders	11
Train Staffs	12
Office Accommodation on Troop Special Trains	13
Hospital Accommodation on Troop Special Trains	13
Duties of Commanders and Senior Medical Officers of Troop Special Trains	13
Discipline on Trains	13
Dangerous or Offensive Goods	14
Outbreak of Infectious Disease	14
Cases of Serious Illness	15
Stationery for Trains	15
Train Reports	16
Baggage Wagons for Troop Special Trains	16
Kits and Bedding	16
Baggage Wagons—Loading and Unloading	17

	PAGE
Loss of Baggage	17
Supply of Drinking Water	17
Meals or Details Joining Troop Special Trains	18
Ration Arrangements—Kitchen Cars	18
Reserve and Emergency Rations	20
Rations—Families of British Other Ranks	20
Rations—Indian Troops and Followers	21
Canteen Cars	21
Liquor	21
Meals for Small Parties	22
Accommodation for Animals	23
Entrainments and Detrainments—Animals, Guns and Vehicles	23

PART II —TROOPING.

Trooping Programmes	24
Provision of Transports and Freightships	24
Reports of Arrival of Ships in India	24
Inspections of Transports and Freightships	24
Medical Inspections of Crews	25
Rations, Stores, etc , for Transports and Freightships	25
Official Publications, Supply of	27
Stationery, Forms and Documents, Supply of	27
Embarkation Returns	28
Voyage Reports	28
Duties on Board Ship and With Drafts	29
Medical Attendance in Freightships and Packet Steamers	30
Passports	31
Disembarkations at Intermediate Ports.	32
Despatch Overseas of Reinforcements for Indian Units	32
Arrival and Departure Reports of Personnel	33
Applications for Passages	33
Liens on Passages	34
Advance Passages	34
Passages for Servants, Nurses, etc	35
Payment Passages	36
Destitute Passengers	36
Indulgence Passages	37
Air Passages	39
Applications for Passages Within Indian Limits Including Burma	40
Assessment of Ages of Children	41
Scales of Berthing	41
I. A. F. T -1727, etc.	42
I. A. F. T -1713 and I. A. F. T.-1713 A	44
I. A. F. T.-1724	45

	PAGE.
Allotment of Passages	47
A F B 127—Disposal of by Embarkation Authorities	48
Report of Non Embarkation	49
Transit Sections at Ports	49
Pools—Troopdeck Passengers	50
Medical Inspections for Embarkation	51
Embarkations	51
Messing Charges	52
Forms Required on the Quays de	52
Disposal of Ordnance Stores Carried to Ports	54
Baggage—General	55
Baggage—First and Second Class Passengers	57
Baggage—Troopdeck Passengers	58
Kitbags	59
Bedding—Troopdeck Passengers	59
Unaccompanied Baggage	60
Despatch of Stores Overseas	61
Motorcars and Bicycles	62
Wharfage Charges	63
Customs Regulations—Great Britain	63
Customs Drawback—India	64
Export Certificates	65
Shipment of Animals	65
Importation of Animals	65
Conveyance in Great Britain	66
Disembarkation Returns	67
Infectious Disease Among Troops Travelling by Sea	67
Posting Orders	68
Warrants and Travelling Allowances on Disembarkation	69
Claims for Losses on Board Ship	69
Reports by Embarkation Authorities	69

PART III—INVALIDING—BRITISH PERSONNEL

Invaliding Boards	70
Submission of Invaliding Documents	70
<i>Classification of Invalids</i>	70
Authority for Grant of Invaliding Passages	71
Passages in Packet Steamers	71
Applications for Passages for Invalids	72
Allotment of Passages for Invalids	75
Disposal of Invaliding Documents	75
Medical Documents other than Invaliding Documents	77
Regimental Documents for Invalids	77
Despatch of Invalids	78

	PAGE.
<i>Notice of Despatch of Invalids to Ports</i>	78
<i>Arrangements for Despatch of Invalids to Ports</i>	79
<i>Reception and Accommodation of Class A Invalids at Ports of Embarkation</i>	79
<i>Reception and Accommodation of Class B Invalids at Ports of Embarkation</i>	80
<i>Mental Invalids</i>	80
<i>Cases of Tuberculosis of the Lung</i>	82
<i>Cases of Venereal Disease</i>	82
<i>Families of Other Ranks Requiring Special Accommodation on Board</i>	84
<i>Conveyance to Port of Indian Service Officers Recommended for Passage by Transport</i>	84
<i>Reports of Casualties Which Affect Passage Allowments</i>	84
<i>Movements of Invalids</i>	84
<i>Baggage of Invalids</i>	85

APPENDICES.

<i>A. Accounts—British Troops</i>	87
<i>B. Instructions Regarding Preparation of A. P. H.-127 and Other Trooping Documents by O. C. units.</i>	90
<i>C. Instructions Regarding Despatch of Trooping Documents to Ports</i>	98
<i>D. Instructions for Officers Commanding Drafts or Details</i>	101
<i>E. Instructions Regarding Documents of Invalids and Mental Cases</i>	102
<i>F. Form of Nominal Roll Required in Connection with Handling in of Blankets at Ports</i>	104
<i>G. Accommodation of Families in Great Britain</i>	105
<i>H. Customs Regulations, Great Britain—Notice to Passengers</i>	106
<i>J. Statement of Rules in Passage Regulations, India, Governing Provision of Invaliding Passages</i>	108
<i>K. Individuals Eligible for Indulgence Passages</i>	111
<i>L. Form of Application for Baggage Labels for Sultans of Senior N. O. Os.</i>	112
<i>M. Rules Relating to the Engagement of Freight for Naval, Military, Royal Air Force and Marine Stores and Baggage</i>	113
<i>N. Standard Voyage Periods for Purposes of Adjustment of Soldiers' Pay and Clothing Allowances</i>	117
<i>O. List of Railway Stations and Supply Officers on which each is dependent</i>	118
<i>P. Standing Orders for Kitchen Car Staff</i>	124
<i>Index</i>	127

Table of Authorities for Movement Instructions, India

Movement Instrns	Trooping Rules	N & I Rail 36	K R 1935	P R I 1932	Misc	RAI
1						583
2						582
3						
4						577
5						577
6	19					
7	23					
8	23					
9	23					
10	23					
11	23					
12	23					
13	23					
14	23					
15	23					
16	23					
17						593
18						578
						578 A
19		4				578
20						580
21						590
22						590
23		31				
24		29				
25						60 ^a
26		29				
27		5				598
28		5				598
29						599
30						599
31						599
32						599
33						591
34						589
35		11				59 ^a
36						596
37						596
38						596
39						594
40						597
41						588
42						595 A
43						595 A
44						595
45			1090-5			603
46			1090 5			603
47			1090-5			603
48			1090 5			603
49			1090 5			603
50			1090 5			603
51			1090 5			603
52						576
53						576
54						576
55						576
56						576
57		2				
58		7				

Table of Authorities for Movement Instructions, India—contd

Movement Instrns	Trooping Rules	N & I Rail 36	K R 1935	P R I 1932	Misc	RAI
59		6				600
60		6				600
61		3				
62		25				
63		25				
64		13 14				586
65		13 14				586
66		13 14				586
67						587
68		37				
69						633
70						633
71						633
72						633
73		43				
74		41				
75		41				
76						606
77						609
78						609
79						627
80						627
81		17				
82						634
83		24				
84		24				
85		17				
86						635
87		40				635
88		40				635
89		40				635
90		40				635
91		40				635
92		17				635
93						635A
94						636
95						636
96						636
97						637
98		22				578 A
99						
100						638
101						639
102						639
103						639
104						607
105						608
106						604
107						604
108						604
109	I					
110					(a)	
111						703
112						661
113						662
114						665

(a) *Vide* Regs for M M Sea Transport Serv ces and Indian Sea Transport Regulations

Table of Authorities for Movement Instructions, India—contd

Movement Instrs	Trooping Rules	N & I Rail, 36	K R 1935	P R I 1932	Misc	RAI
115						
116						
117	..		1121			665
118						664
119						670
1 0					.	670
121						670
122	11					
123	11					
124						668
125						667
126						667
127					(a)	668
128						670
129						675
130						675
131						677
132	20					674
133	21					682
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149	10				(b)	
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151	36 A					
152	36 A					
153	53					
154	13					
155						700A
156	12					
157	12					
158	6					
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160	8					
161	9					
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163	9					
164	34					
165	35					
166	35					
167	35					
168	39					
169	39					
170	39					
171	52					

(a) Voyage Regulations 1935 para 84

(b) Egyptian Passport Regulations, 1936 A F & P Department file 11 N/37

Table of Authorities for Movement Instructions, India—contd

Movement Instrs	Trooping Rules	N & I Rail, 36	K R 1935	P R I 1932	Misc	RAI
172	39					
173	39					
174	39					
175	37					
176	40					
177	40					
178	38		1180(a)	86		
179	38			86 89		
180	38					
181	38		1179(a)			
182	38		1176(a)			
183	38					
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185	38			86		
186	38					
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220	2					
221	3					
222	5					
223	5					
224	5					
225	5					
226	5					

(a) I A O 635 of 1935

(b) I A O 400 of 1929

(c) I A O 639 of 1931

Table of Authorities for Movement Instructions, India—contd

Movement Instns	Trooping Rules	N & I Rail, 36	K R 1935	P R I 1932	Misc	RAI
227	8					
228	8					
229	8			
230	14					
231	14 A					
232	14 B					
233	3					
234	17					
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250						681 A
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253	28					
254						652
255	40					686
256	40					686
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273	26					
274	48					
275						663
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277						688
278						688
279						688
280	41					
281	41					
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283			1158			
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Table of Authorities for Movement Instructions, India—contd

Movement Instrns	Trooping Rules	N & I Rail, 36	K. R 1935	P R I 1932	Misc	RAI
86			1158			
87	41					
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139	49					
140	49					
141			1150			706 A
142			1151			706 A

(a) I A O 654 of 1935

Table of Authorities for Movement Instructions, India—contd.

Movements Instrns.	Trooping Rules.	N. & I. Rail, 36.	K. R. 1935.	P. R. I. 1932.	Misc.	RAI.
343	706-B
344	706-B
345	706-B
346	706-B
347	55	
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401	67

Table of Authorities for Movement Instructions India—contd

<i>Movement Instns</i>	<i>Trooping Rules</i>	<i>N & I Rail 36</i>	<i>K R 1935</i>	<i>P R I 1932</i>	<i>Misc</i>	<i>RAI</i>
402	67					
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452	82					
453	82					
454	82					
Appx A	84					
Appx B	18					
	Appx A				(a)	-
Appx B	Appx B					-

(a) I A O 459 of 1925

Table of Authorities for Movement Instructions India—concl'd

Movement Instns	Trooping Rules	N & I Rail 113	K. R 1935	P R I 1932	Misc	RAI
Appx D	Appx B					
Appx E	Appx F					
Appx G	Appx H					
Appx I	Appx C					
Appx H	Appx D					
Appx J	Appx E					
Appx K				Appx G		
Appx L	43					
Appx M					(a)	
Appx N					(b)	
Appx O					(c)	
Appx P						

(a) I A O 654 of 1935.

(b) A I I 21 and 22 of 1937

(c) I A O 821 of 1936

PART I—RAIL

Military Traffic Rules—Warrants—Credit Notes

1 The rules and rates for conveyance of military traffic by rail are contained in Military Traffic Rules published by the Indian Railways Conference Association

2 Conveyance for troops, animals and stores by rail will be paid for by warrant (I A F T 1707 1707 A and 1714) or credit note (I A F T 1711). I A F T 1707 will be used for individuals and small parties insufficient to fill a vehicle. I A F T 1707 A will be used for reserved vehicles for parties sufficient to fill a vehicle and for troop special trains. Care will be taken to ensure that these forms are used correctly. I A F T 1714 will be used for moves to and from manœuvre areas and training camps. The route by which personnel, animals or stores are to be despatched will be shown clearly on the warrant or credit note. The terms 'cheapest route (C R)' and 'shortest route (S R)' are not recognised by railways and will not be used. It is essential that all railway forms are prepared in accordance with the instructions contained in Military Traffic Rules and on the forms. Warrants will be completed for the accommodation actually used.

All warrants and credit notes issued in connection with moves between India and Burma must be endorsed in red ink 'debitable to the Government of Burma' (See also paragraph 192)

When warrants or T A claims are prepared for persons granted entitled passages by sea, the number and date of the letter allotting passage if quoted will be followed by the words 'passage allotment order'.

3 When a unit moves in relief or otherwise the unit contractor if accompanying is not entitled to conveyance at the public expense for his goods or staff. O C units will therefore ensure that conveyance for their contractors' goods or staff is not provided in troop special trains at Government expense or on warrant.

Arrangement of Moves

4 Milrail is responsible for the arrangement of rail accommodation, time tables etc. for parties of more than 20 British troops or 100 or more Indian troops. Notice of impending moves and details of entraining strengths will be submitted on I A F T 1705 by command concerned to Milrail in sufficient time to admit of the issue by post of movement and local orders. Arrangements for smaller parties will be made by local authorities.

5 To avoid unnecessary expenditure on telegrams in connection with demands for accommodation the following procedure will be observed —

- (a) demands for rail accommodation will be made normally by express letter to reach Milrail at least twelve clear days before the move is to commence

- (b) telegraphic demands will be submitted only when it is not possible to give twelve clear days notice as above
- (c) every endeavour will be made to give correct and final entraining strengths

Demands necessitating immediate compliance will indicate briefly the military or medical reason for urgency

If after the issue of orders additional rolling stock is required a further demand will be submitted to Mitrul

Drafts

Troops other than complete units proceeding to Great Britain will be formed into drafts in accordance with orders issued by the Q M G in India at the same time as orders are issued for their journey to the port of embarkation. Particulars of the officer detailed to accompany each draft will be included in these orders. N and F Rail giving detailed instructions for draft conducting officers will be issued to all concerned. Officers detailed for duty with troop special trains will not be released from such duty without the sanction of the Q M G in India which will be accorded in cases of military necessity only

Journeys to Ports for Embarkation

(Applicable to all passengers except class A invalids ordered to embark in transports, freightships or packet steamers. For class A invalids see paragraphs 409 *et seq*)

7 First class passengers will normally make their own arrangements to arrive at the port by the time and date given in their allotment orders unless required for duty or ordered to travel in troop special trains

8 With the exception of ships' staffs specified in paragraphs 182 and 137 first class transport passengers embarking on the day prior to sailing will report between 11 00 and 18 00 hours. Those intending to embark before 13 00 hours will inform the embarkation authority accordingly giving six days notice. Passengers are not normally allowed to embark in freightships or packet steamers before the day of sailing. Passengers for freightships or packet steamers will therefore report by 10 00 hours on the day of sailing unless otherwise ordered by the Q M G in India or the embarkation authority

9 When a complete unit proceeds to a port for embarkation all its officers will travel in the troop special trains unless otherwise ordered by the Q M G in India

10 Arrangements will be made for as many second class passengers as possible to proceed by troop special train. Those selected to travel by troop special train will be included in the orders issued by the Q M G in India *vide* paragraph 6 the remainder will proceed to port independently and if passage is by hired transport

will report to the embarkation authority between 11 00 and 18 00 hours on the day before sailing. Those intending to embark before 13 00 hours will inform the embarkation authority accordingly giving six days notice. Should they desire at their own expense to defer embarkation until the day of sailing they will inform the embarkation authority accordingly giving six days notice. They will then report by 10 00 hours on the day of sailing. Except when specially arranged by the shipping company passengers are not permitted to embark in freightships or packet steamers before the day of sailing. Passengers for freightships or packet steamers will therefore report by 10 00 hours on the day of sailing unless otherwise ordered by the embarkation authority.

11 Third class and troopdeck passengers (except payment furlough indulgence, discharge by purchase or destitute cases) will travel by troop special train unless otherwise ordered by the Q M G in India. In cases where the Q M G in India considers it necessary to order third class or troopdeck passengers to port independent the journey will be so timed that the individuals arrive at the port on the day prior to sailing for embarkation the same day. The embarkation authority will be informed of the time the individuals are due to arrive at the port.

12 Applications for individuals normally required to travel by troop special train to proceed to port on warrant under their own arrangements for private reasons will be approved in exceptional circumstances only. Each case will be referred to the Q M G in India for decision. Command district and independent brigade area commanders may however in exceptional cases grant leave to a B O A who would normally travel by troop special train and permit him to travel at his own expense and under his own arrangements to the port of embarkation. The Q M G in India and the embarkation authority will be informed immediately such permission is granted. The embarkation authority will also be informed of the time such individuals are due to arrive at the port.

13 All payment furlough details and personnel for discharge by purchase will report to the embarkation authority between 11 00 and 18 00 hours on the day prior to sailing. The embarkation authority will be informed of the time the individuals are due to arrive at the port. They will invariably travel at their own expense and cannot be permitted to travel by troop special train nor can they be given a warrant either free or on payment. On presenting I A F T 1710 at the railway booking office payment furlough details receive a single ticket at concessional rates.

14 Payment furlough details will be warned that on disembarkation on return from furlough they must be in possession of sufficient funds to rejoin their units. They will be issued with I A F T 1710 for their return journeys before they leave their units.

15. When payment furlough details are unavoidably returned by the War Office to a port other than that from which they sailed, connecting passages at Government expense will be arranged by the embarkation authority concerned.

16. Third class families not on the married quarters roll, who are allotted passages on the authority of Passage Regulations, India, will report for embarkation at the same time as the head of the family concerned. They are not entitled to free conveyance to the port of embarkation and will not be issued with warrants, nor permitted to travel in troop special trains.

Destitute passengers will report for embarkation between 11 00 and 18 00 hours on the day prior to sailing. They will be issued with warrants for their journey to ports but will not be permitted to travel in troop special trains. The embarkation authority will be informed of the time of arrival at the port of each destitute passenger.

Provision of Rolling Stock

17. Railway authorities are responsible for the provision of sufficient and suitable rolling stock but the supply of stock of any particular size or capacity cannot be guaranteed.

Types of Military Rolling Stock.

18. A limited amount of rolling stock specially designed to meet military requirements is, —

military cars for British troops,

family cars of 28 berths each for families of British troops,

canteen cars,

kitchen cars for British and Indian troops.

is at the disposal of Government for the conveyance of troops and families. Family cars, kitchen cars and canteen cars will be attached to troop special trains conveying British troops, and kitchen cars only to troop special trains conveying Indian troops, if considered necessary and provided they are available.

Railway is responsible for the allotment and movement of this stock.

Carrying Capacity of Rolling Stock.

19. Sleeping accommodation for 66 soldiers is provided in the G. I. P. Railway type of military car, and for 64 in the N. W. Railway type, except when hot weather precautions are observed when the numbers are reduced to 44 and 42 respectively.

20 The military capacity of ordinary third class rolling stock is —

Item	Troops travelling	Gauge of railway	Nature of Journey	Number of soldiers to be accommodated in every 100 seats intended for the Public
1	2	3	4	5
1	British troops	Broad	All journeys	40
2	"	Other Gauges	All journeys	50
3	Indian troops	Broad	All journeys carried out in connection with concentration or Peace journeys other than those included in items 4 and 5	60
4	Indian troops	Broad	Peace journeys in hot weather to or from Ports of embarkation or exceeding 700 miles	40
5	Indian troops	Other Gauges	All journeys	50
6	Non Combatants enrolled and temporary Personnel	All gauges	All journeys except those included in item 7	100
7	Non Combatants enrolled and temporary Personnel	All gauges	Journeys when proceeding on or returning from field service when travelling in parties sufficient to fill a complete vehicle	60

The maximum military carrying capacity of a bogie on the Halka Simla section of the N W R is 40

Size of and Charges for Troop Special Trains

21 As a general rule a troop train will be limited to the equivalent of 45 four wheelers. A bogie will count as two four wheelers in trains running to slow timings and as two and a half four wheelers in trains running to fast timings. The minimum charge laid down in Military Traffic Rules for troops special trains is for the equivalent of 16 four wheelers

Accommodation for Parties not Requiring Special Trains

22 Large parties for which a special train is unnecessary will be despatched in rolling stock attached to ordinary trains. Small parties will be accommodated in ordinary passenger service rolling stock.

Accommodation in Troop Special or Ordinary Trains for Families

23 Families of officers and warrant officers are accommodated in ordinary rolling stock first and second class respectively.

Families of B O Rs are accommodated in special family cars when these are available otherwise in ordinary second class rolling stock.

Families of Indian officers are accommodated in ordinary second class rolling stock.

Families of I O Rs are accommodated in ordinary third class rolling stock.

24 All officers are required to travel by troop special train when this is expedient. Families may be allowed to accompany officers in troop special trains provided they can be accommodated without rendering necessary the provision of additional rolling stock. Officers will not be permitted to travel in any other train at Government expense in order to accompany their families who may not be desirous of travelling by troop special train.

25 Married men may travel in the same compartments as their families provided this does not necessitate the provision of any additional rolling stock or interfere with the privacy and comfort of other families travelling. Husbands will not travel in family cars except between 09 00 and 19 00 hours.

26 Families of civilian subordinates will not travel by troop special train but will draw travelling allowance if admissible and make their own arrangements.

Marshalling and Loading of Trains

27 The railway authorities in consultation with the local military authorities will be responsible for the marshalling of rolling stock for troop special trains in accordance with the instructions issued by Military. Once a train is marshalled and handed over to the military authorities the arrangements made cannot be altered. The O C troops will be responsible that the rolling stock is correctly loaded. He will be assisted by the R T establishment where available.

28 Railway authorities are empowered to detach empty rolling stock to remarshal troop special trains or to substitute other rolling stock and may require rolling stock to be kept at any station at any time when necessary for these purposes. When such action

is necessary the following principles will be observed so far as circumstances permit —

- (a) The sub division of units will be avoided
- (b) Guns and vehicles will be conveyed in the same train as their teams
- (c) Drivers will not be separated from their animals

Taking over, Handing over and Examination of Rolling Stock

29 The O C train is responsible on taking over the train that police are posted in charge of it with orders to allow no one near until carriages have been taken over by troops or families and that similar action is taken at destination until the train has been taken over by the railway authorities

30 The procedure to be observed when taking over and handing over vehicles is as follows —

- (a) All rolling stock assigned for occupation by troops or animals will be examined before entrainment commences by the O C train or by the conducting officer and by a medical officer and if animals are to be entrained by a veterinary officer or veterinary assistant surgeon when available in company with a railway official. They will ensure that all rolling stock is clean and anti-train special attention being paid to latrine accommodation. Drinking water tanks when provided must be clean and filled with pure fresh water. When animals are to be entrained least bar fittings of goods wagons must be carefully inspected
- (b) A list (in triplicate) of all deficiencies and damaged fittings will be drawn up by the O C train or conducting officer on the damage memorandum provided by the railway authorities
- (c) The damage memorandum is to be signed by the railway official participating in the examination the guard and the O C train or conducting officer who is also responsible that the doors of all wagons containing Government stores or troops baggage are fastened securely
- (d) One copy of the damage memorandum will be retained by the O C train or conducting officer one by the railway official and one by the guard
- (e) On arrival at destination a similar examination is to be held and the condition of the rolling stock compared with the damage memorandum compiled before entrainment. Any additional damage brought to light is to be assessed in accordance with the railway's fixed schedule of charges published in Military Traffic Rules and charged to the individual responsible

31 If the individual responsible cannot be detected the cost of the damage is to be shared equally between the occupants of the compartment and paid for on the spot. If for any reason the assessed damage is not paid for in cash the O C train or conducting officer will sign an acceptance for the amount involved which the station commander at destination will forward to the unit concerned. The latter will pay the amount without question to the railway authorities and make recoveries from the individuals detailed in the memorandum.

32 If any rolling stock is to be detached *en route* the despatching officer will ensure that a separate damage memorandum is prepared as above for such stock. When the stock is detached the O C train will hand over the appropriate damage memorandum to the officer or officers in charge of such stock. Similarly, all stock joining a train *en route* must be covered by a damage memorandum which should be taken over by the O C train from the officer or officers in charge of such stock.

Train Timings

33 Troop special trains will normally run to the timings laid down in Military Railway Time Tables Parts I and II which are issued to all concerned. Reference to these time tables in Army Headquarters movement orders will be made in terms of blocks and timings.

When arrangements are made locally for the movement of troops by troop special train timings as laid down in Military Railway Time Tables will be used.

34 Each party despatched by rail will be furnished by the despatching authority with a time bill on I. A. F. T. 1721 from which ordinarily no deviation is permissible. Any unavoidable deviation therefrom will be endorsed on the bill by the individual authorising it and communicated by him to any station at which the party will halt and to the O C station of destination.

Halts

35 The troop special train timings referred to in paragraph 33 provide for the undermentioned daily halts —

- (a) British troop special trains with a kitchen car attached 3 halts of half an hour each morning mid day and evening respectively.
- (b) British troop special trains without a kitchen car and Indian troop special trains with a kitchen car or cooking wagons attached 3 halts of one hour each morning mid day and evening respectively.

- (c) Indian troop special trains without a kitchen car or cooking wagon 3 halts—one hour in the morning half an hour at mid day and 3 hours in the evening
- (d) Animals Timings for animal special trains are specially arranged by Milrail to allow halts of one hour at convenient intervals
- (e) Cooking wagons In cases where kitchen cars are not available and for technical railway reasons it is found impossible to arrange adequate cooking halts one or more cooking wagons will be provided under the orders of Milrail

Accidents

36 When a train conveying troops is involved in a serious accident or in a breakdown which will involve appreciable delay in the running of the train the O C train will take the following action. He will inform by telegraph the O C nearest military station the O C station of destination and Milrail of the locality of the accident the nature of casualties and the probable delay involved.

37 The O C the nearest military station will be responsible under the orders of the district or independent brigade area commander concerned and in consultation with the local railway authorities for taking such steps as may be necessary for the maintenance and relief of the troops involved. The railway authorities in consultation with the local military authorities are responsible for the disposal of the train.

38 In the case of serious breakdowns Milrail will issue orders for the suspension or continuation of the movement.

Interruptions of Traffic

39 Arrangements have been made with railway authorities that they will report by telegraph to the district or independent brigade area commander concerned and to Milrail any interruptions of military traffic which will last longer than 12 hours or involve transshipment.

Detention of Rolling Stock

40 When railway rolling stock is detained beyond certain periods the railway authorities can demand detention charges as prescribed in Military Traffic Rules. All receiving and despatching military officers will therefore ensure that such charges are not incurred unnecessarily.

These detention charges are not applicable in the case of consignments of coal, explosives or other dangerous goods despatched under the rules contained in the Red Pamphlet.

Notice of Despatches

41 The despatching authority will be responsible that whenever possible not less than 48 hours notice of the despatch of troop animals arms ammunition treasure or stores is sent to staff officers at —

- (a) all intermediate halting stations
- (b) an intermediate station to which troops animals etc are booted for onward despatch,
- (c) the final destination

to enable arrangements to be made for onward despatch or reception

Military Stock Reports

42 All despatching officers will report to Milrail by telegram details of military stock despatched either by special or other train. Reports will not be made when ordinary stock is despatched. For economy the accepted abbreviations for rolling stock given in Military Traffic Rules will be used.

It will be sufficient if the Army numbers of the rolling stock are quoted i.e. those appearing on the body or panelling. When stock is to be attached or detached at any intermediate station the fact will also be stated.

43 Reports will be worded as follows —

- (a) *Special trains* — Special 127 Block F comprising M five, nine thirteen sixteen MK four MR six MC ninety MF fifty five left for destination as M nineteen for Lucknow via Jhansi
- (b) *Despatch by ordinary train* — Your 1234 16 Con fifth August as M nineteen left by eight down passenger on (date) for Bareilly
- (c) *Attachment to special train at intermediate station* — M nineteen attached to special 127 Block B on (date) for Bombay

Arrival and Departure Reports of Trains

44 Arrival and departure reports of troop special trains are not normally required. If a train is more than two hours late at the starting station or more than two hours late at its destination Milrail will be informed by telegram. In cases of delay at starting stations exceeding 90 minutes written reports giving brief reasons for such delays will be submitted direct to Milrail by despatching officers concerned.

Entrainment and Detrainment—Personnel

45 When troops move by rail the O C train will issue all orders for entrainment and detrainment and for the preservation of order and discipline *en route* particularly during halts

46 When the number of troops to proceed is considerable an advance party may be sent to the railway station on the day of entrainment to allot accommodation and make arrangements. To facilitate entrainment the numbers of men to be accommodated and names of units will be marked in chalk on the footboards below the doors. Doors or sides of carriages will not be marked as this causes damage to the printwork. When entrainment is in military cars the blackboards provided will be used

47 The entrainment of parties of British troops exceeding 100 will be supervised by a Staff Officer. The entrainment of parties of more than 50 Indian troops will be supervised by a K C O or I C O

48 The appointment of troops to the train will be reported to the superintending staff officer or in his absence to the railway authorities in order that the route to be used within the station and the halting place previous to entrainment may be pointed out. The officer in command will on arrival at the station arrange the troops for entrainment and tell off parties for entraining animals guns etc

49 Women and children with any light baggage accompanying them will whenever possible be entrained before the arrival of troops. Baggage will normally be entrained before the arrival of troops. The entrainment of animals guns and vehicles should be conducted simultaneously and completed before troops entrain

50 On the arrival of a troop special train at a port of embarkation the undermentioned officers and other ranks will detrain at once and report to the embarkation staff officer—

O C train S M O train all company etc commanders
drift conducting officers baggage officers (if any) and
the train warrant officer

No one else will detrain until ordered

51 Troops when detrained will be formed up under cover if available. Punkhis if available will be provided during the hot weather

Responsibility of Commanders

52 Local commanders will be responsible for the care comfort and welfare of troops and families travelling by rail

In the case of movements which commence in one command and terminate in another the command in which the movement originates will be responsible for the co-ordination and issue of any subsidiary orders including orders regarding rations

53 The O C station at which troops embark on the embarkation commandant at a port is responsible for all executive arrangements connected with their despatch to destination. He will take all precautions for the preservation of the health of the troops as he may consider necessary although such precautions may not be specifically authorized in regulations.

54 The embarkation authorities at Bombay and Karachi will be responsible for arrangements in connection with the rail movements of personnel arriving from overseas.

55 When personnel from overseas are detained for any special reasons in the transit section serving a port the local commander will be responsible for arranging their onward despatch immediately circumstances permit.

This will not however apply when such detention is merely a phase in the general distribution arrangements of the embarkation authority e.g. a party detained for a short period on account of shortage of railway accommodation or to await the sailing of a connecting steamer. In such cases the embarkation authority will be responsible.

56 When personnel who are proceeding overseas are detained their onward movement from the transit section will be arranged by the embarkation authority.

Train Staffs

57 Troop special trains will normally be provided with the following staff —

Officer Commanding train

Medical Officer

Adjutant

Baggage Officer

Warrant Officer

The O C train and M O will always be detailed by the despatching authority or in the case of trains conveying troops for embarkation by the Q M G in India. The adjutant baggage officer and warrant officer if available will be detailed by the same authority but if not the O C train will himself detail suitable officers or N C Os to fill any of these appointments.

When a British troop kitchen car is attached to a troop special train the kitchen car staff will form part of the train staff. Duties of kitchen car staffs are detailed in Appendix F.

Office Accommodation on Troop Special Trains

58 One second class coupe or two berths in a large compartment will be allotted to the train warrant officer for his own use and office accommodation on troop special trains running in connection with embarkation and disembarkation only

Hospital Accommodation on Troop Special

59 One first or second class compartment with four berths will be reserved for the use of medical parties on troop special trains and on trains carrying parties of more than 100 men when the journey is of more than 100 miles

60 A similar compartment will be reserved under similar conditions as hospital accommodation for families if the number of women and children is 50 or more. This is irrespective of the number of troops accompanying them

Duties of Commanders and Senior Medical Officers on Troop Special Trains

61 The O C train is responsible for the safety of the troops and families on the train and for the performance of all duties outlined in the Indian Railways Rules. He will allot duties to the officers and other staff as he considers suitable

62 When two or more medical officers travel on the train the senior will perform the duties of S M O. Medical duties as may be desirable but duties are definitely allocated in train orders issued by the embarkation or disembarkation authorities will not be transferred except in emergency

63 The S M O with effect from taking over the special train is the adviser of the O C train on all matters relating to the health of the troops. He is responsible for the medical equipment and comforts and for their distribution. He will when necessary furnish a report in duplicate to the O C train

Discipline on Trains

64 The O C train will post a guard outside every halt station to prevent looting from vendors and to prevent looting on the platform at all stops and keep the train clear of the platform. The senior N C O of each carriage is responsible for the other side of the carriage. Any case of disorderly conduct will be investigated and settled on the spot

65 The *senior N C O* of each military car or carriage will be responsible for the general discipline of the men and the cleanliness of the carriage. He will ensure that the carriage latrine are not used when the train is stationary. Any suspicion of bad sanitation in the vehicle will be reported to the *O C* and *M O* on arrival at a halt station. Each *N C O* in charge will check and report to the adjutant or warrant officer of the train whether all in his carriage are present before the train leaves.

Troops will be warned of the danger of throwing empty bottles etc. from train.

66 The *O C* train is responsible that troops obey the instructions contained in *V* and *I* Rail Appendix C. Precautions to be observed by British troops travelling in India.

67 The *O C* train is responsible that the regulations of the railway companies are observed and that the prescribed time tables and general working of the railway service are not interfered with by the troops.

Dangerous or Offensive Goods

68 The carriage by rail of baggage containing dangerous or offensive goods is prohibited. The *O C* a unit detachment or draft travelling by rail is responsible that such goods are not packed in kits.

Outbreak of Infectious Disease

69 On the discovery of an outbreak of infectious disease among troops travelling by train the commander will telegraph immediately to—

- (a) the district or independent brigade area commander through whose district the train is passing at the time,
- (b) the *O C* the next military station *en route* and the district commander when this station is not in the district in which the outbreak was discovered
- (c) the *O C* station at destination
- (d) the embarkation authority in the case of troops proceeding from a port after disembarkation. The embarkation authority will warn all districts to which any personnel disembarked from the ship concerned are proceeding,
- (e) in the case of troops proceeding to a port for embarkation the *Q M G* in India *A G* in India *D M S* in India and the embarkation authority at the port.

He will also inform the railway authorities at destination of the number and description of the carriage in which the outbreak was discovered so as to ensure that it is disinfected.

70 The O C the next military station *en route* will decide in consultation with the local medical authorities whether the whole or any portion of the party will be detained. He will make all arrangements and will communicate his decision by telegram to the commander of the nearest military station at which his orders can be conveyed to the affected party. He will report his action by telegram to—

- (a) Milrail
- (b) D M S in India,
- (c) the district or independent brigade area commander
- (d) district or other commanders concerned with the movement
- (e) the O C station at destination
- (f) in the case of troops proceeding to a port for embarkation the embarkation authority

71 In the case of large concentrations of troops moving to a pre-arranged railway programme the O C train in which infectious disease appears will notify the district or independent brigade area commander through whose district or brigade area the train is passing and repeat the information to Milrail D M S in India the O C the nearest military station the commander of the formation to which the unit belongs and to the O C concentration area. The local district or independent brigade area commander will decide the action to be taken and will inform Milrail accordingly.

Cases of Serious Illness

72 When an individual is taken seriously ill and the S M O of the train considers it advisable the O C train will telegraph to the nearest military hospital (in grave emergency to the nearest civil or military hospital) for transport to meet the train. The nature of the illness and probable time of arrival will be stated. In the case of troops proceeding to a port the Q M G in India and the embarkation authority will be informed by telegram when a case is detained.

Stationery for Trains

73 The O C train will be supplied by the despatching authority with a small quantity of stationery including service labels and telegraph forms. The balance of service labels and stationery will be handed over on arrival at destination and expenditure accounted for. He will also be supplied with a copy of the orders issued by the despatching authority in connection with the troop special train.

The train warrant officer will normally take charge of this stationery and compile reports and returns.

Train Reports

74 Train reports are required only for trains to which British troops fit kitchen cars are attached or when specially called for. They will be prepared by the O C train in duplicate on forms which will be handed to him at the starting station by the kitchen car sergeant. One copy will be forwarded to the Q M G in India the other to the O C at the despatching station. The O C train will countersign the S M O's portion of the train report (see paragraph 63).

75 The train warrant officer will submit a report which should contain a record of the numbers of all rolling stock on the train entering against each and remarks regarding cleanliness and running condition.

Baggage Wagons for Troop Special Trains

76 The doors on both sides of brake vans and baggage wagons must be secured. For this some railways provide padlocks others iron rivets which necessitate the use of cold chisel and hammer to re-open while others apply seals to the hasps of doors. N C Os in charge of kitchen cars are supplied with six padlocks to secure any brake vans or wagons which have to be opened *en route*.

The O C train is responsible for the safe custody of the baggage *en route* and if padlocks are taken over from railways he will obtain receipts whenever padlocks and keys are transferred. Should the railway authorities detach a wagon or assume charge of the contents of a wagon the responsibility for the safe custody becomes theirs but the keys if any will be returned by the O C train.

Kits and Bedding

77 Kits and bedding will be despatched by the same train as their owners. In cold weather men will take their blankets with them into the carriages. Troops proceeding to or coming from overseas will take their sea kit bags with them into the carriages. These bags must not be stowed in luggage wagons or brake vans, large kit bags will be stowed in luggage wagons or brake vans care being taken to keep invalids' kits separate from others. All articles of ordnance issue to be handed in at ports of embarkation will be kept ready by the troops and handed in immediately on detachment.

78 Officers and their families travelling by troop special train will take into their compartments only such luggage as is essential for the journey and in any case not more than one valise and one suit case each. All other luggage will be loaded into the wagons provided

Baggage Wagons—Loading and Unloading.

79 The O C train (or baggage officer, if any) is responsible that—

- (a) baggage is stowed in accordance with orders received and in such a way as to be readily accessible when and where required,
- (b) baggage wagons and brake vans are properly secured as laid down in paragraph 76
- (c) he is present when a brake van or baggage wagon is opened for loading or unloading of baggage and the wagon is properly secured before the train moves on,
- (d) the baggage is properly disposed of en route to units and individuals and at destination all baggage is accounted for,
- (e) padlocks and keys railway property are returned at destination and receipts obtained from the station master and those on charge of the kitchen car sergeant are returned to him at destination

Loss of Baggage

80 A soldier travelling by ordinary train will be warned not to surrender his luggage ticket at destination until he has taken delivery of his baggage. Should any be missing he must report the case to the station master at once and endorse the ticket before handing it over with all particulars of the baggage deficient and obtain from the station master a signed copy of the ticket with the endorsement. He should then report the matter to his O C who will be responsible that the property is recovered or that compensation for the loss is obtained from the railway. If no settlement is reached within a reasonable period the matter will be referred to arbitrators one nominated by the O C and the other by the railway for decision and if these cannot agree the case will be referred to a third arbitrator whose decision will be final. If the matter cannot be settled locally in the above manner it will be referred to district or independent brigade area headquarters.

81 In all other cases of losses from troop special train the O C train is responsible that the matter is investigated thoroughly without delay. A report will be submitted by the O C train to the O C station at destination for such further action as may be necessary.

Supply of Drinking Water

82 When it is expected that there is likely to be difficulty in procuring an adequate supply of pure drinking water for troops travelling by rail the despatching authority will make such arrangements for its supply as may be necessary.

83 All drinking water tanks on the train will be filled before it leaves the despatching station. There is gauge (i.e., a pipe with holes drilled in inch apart) to all drinking water tanks in military rolling stock. On the G I P type of military car the gauges will be found at the end of the large underslung tank. This tank holds 250 gallons of water. On the N W P type of military car the gauge is found on the side of the car and is connected to two 112 gallon tanks which are housed under the seats in the car. This type of car also carries in the first bay one 16 gallon cannel tank housed in a zinc lined wooden box. This tank is removable and can be filled at stations en route. Water put in from the roofs of military cars will only be used for washing and flushing and so need not be chlorinated. Drinking water tanks are filled from the sides of military cars. Drinking water from the large tanks has to be pumped up to small tanks which are situated at the ends of the cars. The pumps which are of the semi rotary type are near the wash basins.

84 It is the duty of the O C train to watch the water supply to see that neither drinking water nor washing water is wasted and that the former is used for drinking only. The water supply should be replenished whenever possible, the S M O should be informed so that he can chlorinate it if necessary. The S M O will therefore be supplied by the despatching authority with chlorinating solution.

Pure drinking water is not available in ordinary railway stock, passengers must therefore make their own arrangements.

Meals for Details Joining Troop Special Trains

85 Despatching authorities are responsible for meal arrangements for details coming from outlying stations to draft collecting centres. From time of arrival at the draft collecting centre up to the time of joining the troop special train the responsibility devolves upon the O C station at which the draft collecting centre is located. Despatching authorities are also responsible for the provision of meals for drafts or details who leave a troop special train to proceed on wards by ordinary train up to the time they arrive at their final destination. The first and last meals to be taken from kit when en route on troop special trains are shown in the schedules attached to the train orders issued by the Q M G in India or the embarkation authority concerned.

Ration Arrangements—Kitchen Cars

86 Kitchen cars are attached to troop special trains whenever possible to enable meals to be prepared en route. Rations for the whole journey (except bread, ice, fresh meat and fresh vegetables which are issued for the first day only) will be placed on kitchen cars at starting stations under orders of the despatching authority who is also responsible for including in his train orders instructions regarding the supply of fresh bread, meat, etc., required for subsequent days.

Ice on the authorised scale will be placed in the lichen or refrigerator sufficiently early to cool it before the fresh meat etc., is put in.

87 When a kitchen car is attached to a troop special train proceeding to or from a port in connection with direct embarkation or disembarkation the train is regarded as one complete unit for ration accounting purposes.

The O C train in such cases will —

- (a) give a receipt for all rations supplies and packing material issued to the train at the starting station or *en route* retaining one copy of each voucher in respect of articles issued for consumption and two copies of the voucher in respect of reserve rations
- (b) hand over to the R I A S C representative at destination of train all packing material reserve and unconsumed rations obtain a receipt for such articles handed over and forward it to the supply officer at the starting station
- (c) send to the supply officer at the starting station a copy of all ration and supply vouchers for the rations and supplies received *en route*

88 The supply officer at the starting station will be responsible, under the orders of the despatching authority for the preparation of the ration return on I A F S 1519

89 All parties of British troops numbering more than 20 including those travelling in a troop special train to which a kitchen car is not attached will be provided with hot meals under arrangements to be made by the R I A S C. The supply officer concerned will be informed by the despatching authority of the number of breakfasts dinners or suppers when and where required and will arrange for a member of the Canteen Contractors' Syndicate to provide prepare and issue them. The contractor will be paid at a fixed rate for each meal provided and for his transport expenses.

90 Despatching authorities will furnish the earliest possible information to all supply officers *en route* giving separately numbers of men women and children. When troops travelling by rail are provided with meals *en route* families will also be provided with free meals.

Working parties will be provided by the O C train.

91 Should a train conveying troops be running late the officer in charge will telegraph to all supply officers concerned with the provision of meals giving probable time of arrival at halt stations where hot meals are required. He will also wire to the O C station at destination the revised time of arrival. The O C station at destination will pass this information to the supply officer and all concerned.

Reserve and Emergency Rations

92 Emergency and reserve rations will be provided as follows —

- (a) one day's reserve ration of tinned meat and biscuits per individual will be carried on all troop special trains provided with kitchen cars,
- (b) one complete emergency dry ration per individual will be carried on all troop special trains not provided with kitchen cars and on all ordinary trains when the journey exceeds twenty

This ration will not be demanded by the despatching authority unless he has reason to believe that it will be required for consumption during the journey. Generally speaking it is unnecessary to demand the ration for journeys of less than 24 hours other than on the Kalabagh Bannu line.

- (c) the despatching authority for each troop special train will be responsible for placing on board the train the maximum requirements of emergency and reserve rations for the whole journey,
- (d) the R I A S C authority who issues these emergency and reserve rations is responsible for informing the O C train of the stations *en route* at which these rations if consumed can be replaced,

A list of railway stations showing the supply officers on which each station is dependent and where rations can be replaced is contained in Appendix O.

- (e) if not consumed emergency and reserve rations will be returned to the R I A S C at destination.

NOTE—If it is necessary to use emergency ration articles, issues will be made in complete units of the original price approximating to the retail scale as laid down in Scales of Rations and Supplies at the discretion of the O C train.

Rations—Families of B O Rs

93 Families of British other ranks when travelling by rail with troops for whom kitchen car or wayside meals are provided are entitled to free issue of rations/meals at the following scale —

- (a) for a wife and each child 12 years of age or over—as for the soldier,
- (b) for each child over 1 year and under 12 years—half the scale for the soldier,
- (c) for each child under 1 year—one tin of milk of the smallest pack (2½ ozs) per meal.

Rations—Indian Troops and Non-Combatants Enrolled

94 When travelling by troop special train on journeys of less than 24 hours duration men will entrain with cooked or specially prepared rations. On journeys of more than 24 hours rations for the estimated number of days journey will be loaded regimentally and cooked in the kitchen car during long halts or in the wagon specially attached to the train for this purpose. In the case of troops proceeding for embarkation the estimated number of days journey will include the day of embarkation.

95 When travelling by ordinary train on journeys under 18 hours parties not exceeding 20 will be allowed the option of drawing their ordinary rations if preferred instead of train rations. The scale of such rations is laid down in Scales of Rations and Supplies. On journeys of more than 18 hours they will be allowed the option of drawing the money allowance authorised without prejudice to their claim to the ordinary messing allowance.

96 When it is in the interests of the State district and independent brigade area commanders may at their discretion authorise the grant of an allowance in lieu of rations to parties of more than 20 Indian troops travelling by ordinary train. This will not prejudice their claim to messing allowance or ordinary rations in lieu of train rations and may be applied irrespective of the length of the journey involved.

97 Messing allowance is not admissible to soldiers for days on which they draw train rations. The rules regarding the admissibility of an allowance in lieu of rations to troops travelling by rail are contained in P and A Regulations.

Canteen Cars

98 Whenever possible a canteen car is attached to British troop special trains for the supply of refreshments tobacco etc. to the troops *en route*. The contract for these canteens is allotted by the Q M G in India. Canteen cars are at all times subject to inspection by and supervision of Os C and M (A) of train who will if necessary bring to notice in their reports any matters affecting canteen cars.

99 Unit contractors are not allowed to carry and sell refreshments etc. to troops on a train to which a canteen car is attached nor are they permitted to supply before departure goods for consumption on the train.

Liquor

100 British soldiers travelling by rail will be permitted to purchase one bottle of beer twice daily, between the hours of 12 noon and 1 P.M. and 6 P.M. and 8 P.M., during the cold weather only. During the hot weather beer will only be issued at the discretion of the O C train who will specify the hours of issue and the amount authorised. Os C are responsible that these amounts are not exceeded.

Meals for Small Parties.

101 British soldiers and their families when travelling alone or in small parties may provide that the soldiers are in uniform in refreshment rooms at second class refreshment rooms or in restaurant cars at the following rates—

(a) morning meal (before 10 a.m.)

Two eggs or plate of curry with rice six ounces of bread with two ounces of jam one pint of tea with milk and sugar and one plate of porridge with milk.

10 annas

(b) mid day meal (between noon and 3 p.m.)

Plate of meat with potatoes and one other vegetable four ounces of bread pudding and one bottle of mineral water.

12 annas

(c) evening meal (after 5 p.m.)

One pint of tea with milk and sugar six ounces of bread with cheese or butter and two eggs.

8 annas

Total Rs. 1 14 0 per diem

The cost will be met from the ration and messing allowance, admissible under P and A Regulations.

NOTE—Meals in restaurant cars will be served at such times as can conveniently be arranged.

One pint of beer for each man or woman may be provided at four annas per pint of draught beer or six annas per pint bottle when draught beer is not stocked.

102 At refreshment rooms a hot breakfast or dinner if preferred to the standard meal and the soldiers concerned meet the extra cost, may be obtained at twelve annas per meal. Aerated waters and ice may be obtained at the following rates—

Soda water—1 anna per bottle

Lemonade—2 annas per bottle

Gingerade—2 annas per bottle

Ice—6 pies

103 Despatching officers must give refreshment room contractors at least 18 hours notice of requirements for parties of ten or more, to ensure meals being ready when required. Parties of less than ten will intimate their requirements in advance to the guard of the train.

Accommodation for Animals

104 Under normal conditions horse boxes are provided for the conveyance of authorised chargers stallions colts (stud bred and keep entire) and brood mares of the Army Remount Department, and trucks or covered wagons for other animals. Special horses purchased and sent to Remount Depots for issue as officers' chargers will also be conveyed in horse boxes when considered necessary.

105 Any accommodation in horse boxes available after military requirements have been met can be utilised by railways to accommodate horses of the general public. When no such traffic exists or the railways do not exercise this option the military despatching officer may after having satisfied himself that the accommodation will not be required by the railways load it to full carrying capacity with other Government horses or mules. If accommodation still remains available it may be used for the conveyance of unauthorised chargers. The allotment of accommodation for unauthorised chargers will be made in order of priority of applicants.

Entrainments and Detrainments—Animals Guns and Vehicles

106 The military authorities will be responsible for the entrainment and detraining of animals guns and vehicles and for the provision of such attendants gear and forage as may be required during the journey. Two or more attendants either soldiers non-combatants enrolled or temporary personnel will travel in each wagon containing animals.

107 When animals are conveyed in horse boxes one attendant for each animal is permitted to travel free in the horse box conveying the animals. When animals are conveyed in goods wagons two attendants in a four wheeler three in a six wheeler and four in a bogie wagon are permitted to travel free in the wagon conveying the animals.

108 When artillery armoured cars tanks or similar vehicles are being conveyed in open trucks all movable parts will be taken off and packed separately in boxes which will be loaded in locked wagons with the baggage. These wagons and the open wagons conveying the vehicles will be inspected at each halt under orders to be issued by the O. C. train.

PART II--TROOPING.

Trooping Programme.

109. The trooping programme is compiled by the Director of Sea Transport, Mercantile Marine Department, Board of Trade, in consultation with the Admiralty, War Office, India Office and Air Ministry. The trooping programme will be published in India Army Orders and all concerned will note carefully the dates of sailing of transports and adjust their passage requirements accordingly.

Provision of Transports and Freightships.

110. The Director of Sea Transport is responsible for the provision of fitted transports and for the engagement of freightship accommodation as necessary. In India arrangements for the provision of freightship accommodation are made by the Principal Sea Transport Officer, East Indies who is the representative of the Director of Sea Transport. The P S T O is also responsible for the provision of accommodation in packet steamers for entitled passengers from India.

Reports of Arrival of Ships in India.

111. The arrival at any port within Indian limits of a hired transport or freightship or of any vessel moving within Indian limits with formed bodies of troops on board will be reported by the P S T O or his local representative to the Q M G in India by telegram.

Inspections of Transports and Freightships

112. A ship to be fitted out in India as a transport for the conveyance of troops will be inspected by a special board consisting of representatives of the P S T O and Army Headquarters in order to determine the best use to be made of the space available and the approximate numbers of the various classes which the ship can accommodate. When a transport engaged in India is adversely reported on in any important particular regarding the structural arrangements, during a voyage an inspection will be made on her return to India to determine what alterations, if any, are necessary.

113. The P S T O will decide as to the suitability of accommodation, the cabins to be used for Government passengers, and the number which may be accommodated in each cabin.

114. When 50 or more third class Government passengers are to be conveyed in a transport or freightship and inspection will be held before embarkation to see that the fittings, sanitary condition, preservation of health and messing of troops are satisfactory, and that the ship is clean and in every way fit for the embarkation. This inspection will be made by a board consisting of representatives of the P S T O and Army Headquarters. The latter will include an officer of the embarkation staff, the embarkation medical officer,

and when animals are carried, a veterinary officer. The O C troops and medical officer proceeding in charge of troops on board will attend. A report on Form T-63 will be prepared by the representative of the P S T O and signed by the representatives of Army Headquarters. One copy will be forwarded to the Q M G in India, and one copy to the D M S in India.

115. A final inspection will be held by the board as soon as embarkation is completed to ascertain whether the arrangements for the berthing of troops, stowing of baggage, etc., have been observed. One copy of the report of the final inspection board, on Form T 64 will be forwarded to the Q M G in India, and one copy to the D M S in India.

116. Troops, except those on duty, women and children will be seated at their mess tables before the final inspection commences and will remain so seated until its completion. O C companies, etc., and drafts will be present and read to the men their orders for fire and collision stations (copies of which will be hung up on each troop deck). They will also instruct their drafts as to the method of wearing and securing of lifebelts, illustrations of which will be found in all cabins and outside the troop canteen issue room. They will report that they have done so to the board on its arrival on the troop decks.

117. Before leaving the precincts of the port all personnel will be exercised at fire boat and collision stations under arrangements to be made by the master in consultation with the O C troops. If time permits troops will be exercised before the vessel sails.

Medical Inspection of Crews.

118. The embarkation medical officer will ascertain from the master of the ship that the crew are free from infectious disease. In the case of a transport a medical inspection of the ship's crew and a sanitary inspection of the parts of the ship occupied by the crew will be made at the beginning of each voyage by the embarkation medical officer who is gazetted an Assistant Port Health officer for this purpose.

Rations, Stores, etc., for Transports and Freightships.

119. The embarkation authority will ensure that a suitable and sufficient supply of rations, medical stores and comforts, veterinary stores and disinfectants for the voyage is placed on board.

120. Passages for British Troops other than formed units, will be requisitioned "with diet" and subsistence will be provided by the ship at the contract or other rate in force. Arrangements for the rationing of complete British units will be made by the embarkation authority concerned.

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and when animals are carried a veterinary officer. The O C troops and medical officer proceeding in charge of troops on board will attend. A report on Form T 63 will be prepared by the representative of the P & T O and signed by the representatives of Army Headquarters. One copy will be forwarded to the Q M G in India and one copy to the D M S in India.

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Rations, Stores, etc, for Transports and Freightships

119 The embarkation authority will ensure that a suitable and sufficient supply of rations, medical stores and comforts, veterinary stores and disinfectants for the voyage is placed on board.

120 Passages for British Troops, other than formed units, will be requisitioned with diet and subsistence will be provided by the ship at the contract or other rate in force. Arrangements for the rationing of complete British units will be made by the embarkation authorities concerned.

126.—The embarkation authority is responsible for providing the O C troops on board with the following documents.—

- (a) seniority list of officers to embark;
- (b) nominal rolls of troops embarking (British personnel only) on A F B 127,
- (c) Copy of berthing lists for first, second and third class passengers
- (d) Embarkation returns (A F B 126),
- (e) A F N 1511 for all class A invalids embarked,

and the War Office with a preliminary embarkation return (which must arrive at least 14 days before the personnel concerned) of all personnel embarked in India for conveyance to Great Britain

127. The O C troops will be issued with a warrant to enable him to convene and confirm district courts martial on board during the voyage. On the conclusion of the voyage the warrant will be returned to the issuing authority who will retain it for at least one year, after which it may be destroyed

Embarkation Returns.

128. The embarkation authority will furnish direct to the India Office, a return showing the names of all officers embarked for destinations outside Indian limits, and the circumstances in which they are proceeding

129. Special forms as issued by the War Office to all transports and freightships, and A F B 126 are required for British troops embarked for destinations outside Indian limits. A F B 126 will be prepared by the embarkation authority and disposed of in accordance with the instructions on the form

130. When British soldiers proceeding on furlough are embarked, a separate nominal roll, showing their rank, name, corps particulars of family, period of furlough granted and whether free or payment will be prepared in duplicate by the O C Unit and forwarded to the embarkation authority who will countersign one copy and forward it direct to the War Office

Voyage Reports.

131. For transports or freightships engaged in India five copies of I A F T-1735 will be prepared by the O C troops and handed over by him to the embarkation authority at the port of disembarkation for disposal. No voyage report is necessary for voyages within Indian limits when less than 50 troops are carried unless the O C troops or the embarkation authority considers there is special need for a report

Duties on Board Ship and with Drafts.

132. Officers will be appointed for duty on board ship by the Q M G in India and instructed in their duties by the embarkation authority. In transports, the ship's staff normally consists of the O. C troops, senior medical officer, adjutant, quartermaster, baggage master, messing officer and chaplains. Staffs for freightships will be detailed as required in accordance with the numbers to be embarked.

133. Normally when a British cavalry regiment or a British Infantry battalion is embarked in a transport for conveyance ex India, the O. C the regiment or battalion will be appointed O. C troops on board.

134. When circumstances permit, officers additional to the ship's staff will be appointed for duty as follows —when the troops on board number between 20 and 75 one officer, for every additional 75 men, one officer, when the number exceeds 150 one of the officers will be a captain and when it is more than 300 one will be a field officer.

135. Draft conducting officers will be selected by the Q M G in India from the entitled first class passengers embarking. Officers so selected will not be relieved of this duty for private reasons. Should sufficient draft conducting officers not be available among the entitled passengers embarking, the Q M G in India will make a selection from the applicants for indulgence passages. Selection will usually be confined to officers unaccompanied by families.

136. The grant of leave does not exempt an officer from duty with a draft or on board ship, but officers proceeding on leave or furlough under the leave rules for the Indian Army will not be detailed for duty unless circumstances render this absolutely necessary.

137. With the exception of the messing officer, who must report by 10.00 hours on the day of sailing, officers appointed for duty as ship's staff of transports will report to the embarkation authority as follows —

At Bombay—At No 18 Berth Alexandra Docks, at 09.30 hours on the day before sailing.

At Karachi—At Embarkation Headquarters at 09.30 hours on the day before sailing.

These officers will be required for duty from the time of reporting. If train timings necessitate their arrival at the port overnight, i.e., on the day prior to that on which they are due to report, they will be entitled to one day's daily allowance.

138. A medical officer proceeding overseas who has travelled to port in a troop special train will report to the embarkation medical officer as soon as he is free from his train duties, and will be embarked at the earliest opportunity. A medical officer proceeding overseas who is not required for duty with a troop special en route to the

port will report to the embarkation authorities at the same time as the B. M. O. All medical officers are available for duty during and after embarkation.

133 Officers required to conduct drafts from and to a war zone. Indian troops will be detailed by O. C. unit's command. An armed or unarmed party of 50 or more British or Indian troops travelling by sea within Indian limits will be placed under the command of an officer. In the case of smaller parties an O. C. unit will use his discretion in deciding whether an officer, a warrant officer or a N. C. O. will be detailed to command the party or not, but subject to any special orders issued by superior authority to suit local conditions. If a warrant officer or N. C. O. is not included in an armed or unarmed party, an O. C. unit will detail N. C. O.s to accompany the party on the scale of 1 N. C. O. to 40 men or part thereof.

140 Embarkation authorities will detail subordinate staff for freightships or transports engaged in India from among the ratings, seamen, and others as considered necessary.

Medical Attendance in Freightships and Packet Steamers.

141 When Government third class passengers numbering 250 or more (two children under twelve years will reckon as one adult for purposes of provision of medical attendance) are embarked in a freightship, a military medical officer will be placed in medical charge. If a military medical officer is not embarking in the ship, one will be specially detailed for the duty provided he can be made available. If it is not possible to provide a military medical officer, the ship's surgeon will be placed in charge by the P. S. T. O.

142 When Government third class adult passengers numbering from 25 to 249 are embarked in a freightship, the ship's surgeon will invariably be placed in medical charge by the P. S. T. O. even though there may be a military medical officer embarking in the ship.

143 When less than 25 Government third class adult passengers are embarked in a freightship, no officer will be placed in medical charge, but medical attendance will be provided by the ship's surgeon.

144 Medical attendance for invalids embarking in ships to which no military medical officer is appointed will be arranged by the P. S. T. O.

145 All persons entitled to first or second class accommodation embarked in health in ships other than transports or freightships will be required to pay direct to the ship's surgeon any fees claimed by him for professional services rendered during the voyage. The fees charged by ship's surgeons will be on the scale authorised by the shipping company concerned. The following are authorised charges on routes normally used by military passengers —

first class passengers	5s to 7s 6d a visit
second class passengers	2s 6d a visit

In most cases the surgeon's charge is limited to two visits a day, and in some cases no charge is made for medical attendance where sickness originates after the commencement of the voyage.

146 Officers and members of Queen Alexandra's Imperial Military Nursing Service and Queen Alexandra's Military Nursing Service for India if treated for disabilities which are regarded as attributable to military service and warrant officers will be eligible for a refund of fees paid. Applications for refund supported by the receipt of the ship's surgeon showing the disability for which treatment was provided should be submitted through the usual channels to the controller of military accounts concerned or to the Controller of Royal Air Force Accounts.

147 In the case of individuals entitled to third class accommodation embarked in health in vessels other than transports or freight ships no charge will be made for medical attendance. Such passengers will receive free medical attendance on board even when they are provided with superior accommodation on board at ordinary or reduced rates.

148 In the case of individual military and air force passengers of all classes embarked as invalids in ships other than transports or freightships free medical attendance on board will be admissible to the same extent as for persons embarked in health and the above arrangements will apply with the following exceptions —

When arrangements for medical attendance on board are made on the recommendation of a medical board by the embarkation or sea transport authorities prior to embarkation no fees will be paid by the invalid direct to the ship's surgeon for professional services rendered by him during the voyage and he will be so informed in his embarkation orders but a claim for the cost of medical attendance will be made to the Controller of Military Accounts concerned (or to the Controller of Royal Air Force Accounts in the case of air force personnel) by the ship's surgeon through the shipping company. In such a case the invalid if ineligible for free medical attendance on board will be required subsequently to repay to Government any expenditure incurred in connection therewith.

Passports

149 Passports are not required by entitled passengers proceeding by the all sea route to Great Britain except in the case of alien servants (see paragraph 171). Passports are required by all persons disembarking at foreign ports. Destitute passengers are not required to be in possession of passports but they must be in possession of a copy of their movement orders.

159 Rules regarding the provision of passages for soldiers under sentence in Military and Air Force Prisons and Detention Barracks in India are contained in Rules for Military Prisons and Detention Barracks in India.

160 The rules regarding the admissibility of conveyance by sea to individuals are contained in Passage Regulations India. Authorities mentioned in para 158 are responsible that each application for passage whether by transport, freightship or packet steamer is authorised by regulations. They will therefore counter sign all passage applications.

161 Applications for passages required during the trooping season will normally be submitted by the 15th July annually for all classes of passengers. Where it is impossible to submit applications for first or second class passages before the 15th January which falls in the trooping season during which passages are required, full details of requirements will be telegraphed to the Q M G in India. The usual application on I A F T—1727 or etc. will be submitted without delay.

162 Applications for passages for departmental officers or warrant officers proceeding on leave pending retirement if submitted after the 15th July will be accompanied by satisfactory explanations of the delay in submission. In the absence of such explanation the allotment of passages may be deferred until the following trooping season.

163 Applications for second class passages submitted after the 15th November will not be considered unless the delay is explained satisfactorily.

Lien on Passages

164 District etc. commanders may sanction the retention of limited lien on passages as laid down in Passage Regulations India. A report of each lien sanctioned will be submitted to the Q M G in India.

An individual who has been granted a limited lien on a passage will apply for his passage well in advance of the date of expiry of the lien.

Advance Passages

165 The regulations governing the grant of advance passages are contained in Passage Regulations India. Applications for advance passages will be submitted as early as possible. Applications received after the 15th July preceding the trooping season in which passages are required will be accepted only when satisfactory reasons for the delay in submission are produced.

166 Every endeavour will be made to allot passages in accordance with the wishes of applicants but as the filling of transports is of primary importance applicants for advance passages must be prepared to embark at any time they may be required to do so by the Q M G in India. A certificate to this effect will be forwarded with

each application for an advance passage. Advance passages once allotted will only be cancelled when it is necessary for the benefit of the public service or for urgent medical reasons. If an advance passage is refused on or after allotment for any reasons other than those noted above the application for passages will automatically be cancelled.

167 The attention of applicants for advance passages is drawn to Passage Regulations India which legislates for the recovery from the individual concerned of the cost of passage provided but not availed of.

Passages for Servants, Nurses, etc

168 Only European servants can be embarked as Government passengers in transports or freightships for voyages from India to Great Britain or intermediate ports except Aden. Indian tailors etc, are not permitted to proceed overseas with British units leaving the Indian Establishment. Indian servants entitled to passages at Government expense may be embarked in transports or freightships for voyages from India to Aden or from India to beyond sea stations only.

169 When a servant entitled to second class accommodation is allotted first class accommodation *at the request of the head of the family concerned* the difference in cost of first and second class passages less the difference in cost of first and second class messing will be paid by the head of the family concerned prior to embarkation. When a servant entitled to second class accommodation is compulsorily allotted first class accommodation no charge will be recoverable.

170 A nurse or governess if berthed first class either compulsorily or at the request of the head of the family concerned on payment will be required to take her meals with the child or children in her charge when this can be arranged and provided her employer raises no objection. If this cannot be arranged she will mess in the second class saloon with adults. She will have other than in messing all the privileges and amenities of the first class.

171 When passage is required for a nurse, governess or other European servant entitled to second class accommodation the officer or other person applying for the passage must complete the certificate on the reverse of I A F T 1727. When passage is required for an alien servant the employer will inform the embarkation authority concerned of the nationality of his servant immediately on receipt of passage allotment orders. He will also ascertain well in advance of the date of embarkation from the Deputy Commissioner or Collector of the district in which he resides what passport formalities have to be observed in order that the alien servant can be permitted to land in Great Britain. Os C units submitting passage applications for passports will in all cases ensure that the aliens are in possession of

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160. The rules regarding the admissibility of conveyance by sea to individuals are contained in Passage Regulations, India. Authorities mentioned in para 158 are responsible that each application for passage whether by transport, freightship or packet steamer is authorised by regulations. They will therefore counter-sign all passage applications.

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An individual who has been granted a limited lien on a passage will apply for his passage well in advance of the date of expiry of the lien.

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166. Every endeavour will be made to allot passages in accordance with the wishes of applicants but as the filling of transports is of primary importance, applicants for advance passages must be prepared to embark at any time they may be required to do so by the Q M G in India. A certificate to this effect will be forwarded with the application.

Indulgence Passages.

178. Indulgence passages may be allotted to applicants who are ineligible for entitled passages, only when spare accommodation is available in transports. Indulgence passengers will not be embarked in freightships. Indulgence passengers are ineligible for conveyance to the port of embarkation. They are required to pay messing charges before embarkation.

179. Details of individuals eligible for indulgence passages and the order of priority for allotment, are contained in Appendix (K). The Q M G in India has power to vary the order of priority in special cases. Registration for an indulgence passage conveys no title to passage and no claims for compensation arising from this, or from the cancellation of an allotted indulgence passage will be entertained. Indulgence passages cannot be provided for nurses to permit them to accompany officers' families travelling as indulgence passengers.

180. As the number of first class entitled passengers is now always more than sufficient to fill the transport accommodation available, indulgence passages for first class applicants are of rare occurrence. Even when a last minute vacancy does occur, the embarkation authority is bound to allot it to an entitled passenger if one is within call. When no entitled passenger is available, the vacancy will be offered by the embarkation authority strictly in accordance with the priority of registered applicants, subject to the ability of the applicant concerned to reach the port in time. Applicants for indulgence passages are therefore advised not to forego their chances of securing the less expensive private passages and not to incur the expense of waiting at a port for an indulgence passage which is unlikely to be available.

181. First class indulgence passengers are liable to be landed at intermediate ports if their berths are required for entitled passengers and they will be required by the embarkation authority to sign a statement that the conditions under which they embark are understood and accepted. The liability for disembarkation will fall in order of seniority but in exceptional circumstances the passenger whose berth is required may be permitted to retain it on payment at the time of the cost of the packet passage for the entitled passenger displaced, plus any hotel or rail expenses involved in the detention and onward journey of the displaced entitled passenger. The decision as to the course to be followed will be made by the S S T O at the intermediate port after consultation with the local military authorities. Packet passages arising in this connection will be engaged privately and not taken up on Government requisition.

182. All vacancies in second or third class cabin accommodation which cannot be filled by entitled passengers from India must be offered to and refused by all intermediate commands, e.g., Aden, Egypt, Malta before they can be offered to indulgence passengers from India. As such vacancies will not occur more than three days

before the date of sailing it will not be possible to ascertain from intermediate commands that the accommodation will not be required by them and consequently no accommodation can be allotted to second and third class indulgence passengers. No applications for second or third class indulgence passages will therefore be submitted to Army Headquarters.

This does not apply to the families nor on the married quarters roll of soldiers (including ex-soldiers or reservists who married prior to leaving the Colours) but not including those who married after leaving the Colours when the soldiers, ex-soldiers or reservists are themselves entitled to convenience to Great Britain when proceeding otherwise than on furlough. Applications for passages for such families will be submitted to Army Headquarters on I A T 1720 H. The reason why the head of the family is proceeding will be stated in every case.

183 Applications received will be registered strictly in accordance with Appendix K. Applicants from Northern and Western Commands will be registered for passages from Karachi; those from Southern and Eastern Commands and Army and Royal Air Force Headquarters will be registered for passages from Bombay. This does not apply to applications for passages to the Far East, all of which will be registered for passages from Bombay.

184 Correspondence regarding indulgence passages will be submitted through the proper channels and reduced to the minimum. Complaints as to messon form or position on priority rolls will be referred to Army Headquarters through the command concerned. Telegrams in connection with indulgence passages will not be sent at Government expense.

185 Applications for indulgence passages will be submitted on I A T 1720 H in duplicate. The attention of all concerned is invited to the instructions printed on the reverse of this form. Applications will be submitted to the Q M G in India through the applicants commanding officer or the head of the formation to which the applicant belongs. Those of applicants not attached to any unit or department will be submitted through the O C station or brigade headquarters concerned. For indulgence passages from ports outside India applications should be submitted to the headquarters of the command in which the port is situated. Applications will be submitted so as to reach Army Headquarters by the 15th July annually. Applications submitted after this date will not be registered unless special reasons are furnished in explanation of the delay in submission. Late applications will be forwarded through command district or independent brigade area headquarters concerned.

186. Applications from officers of Royal Engineers, Mountain Artillery or Royal Corps of Signals etc. will be submitted with a certificate that the applicant is not entitled to passage concessions as authorised in *Passage Regulations India*.

187. Priority rolls will be prepared by the Q M G in India and forwarded to embarkation authorities and commands. Applicants are responsible for informing the Q M G in India of any change of address whether passage will be accepted at any time it may be available, and also if passage is no longer required, e g, when other arrangements for passage have been made.

188. Indulgence passages from Great Britain are allotted by the India Office in consultation with the War Office. Applications for indulgence passages from Great Britain for individuals residing there should be submitted to the India Office. Individuals serving in India who desire indulgence passages from Great Britain for their families or relatives will submit their applications to the district or independent brigade area commander concerned for submission to the Q M G in India in the case of Indian service applicants and direct to the War Office in the case of British service applicants.

189. Instances have occurred during past trooping seasons where persons granted first second or third class indulgence passages to India by the home authorities have after arrival in India become destitute and appealed to charitable institutions for financial assistance or for the grant of passages back to England. All applications for indulgence passages from Great Britain to India received by the War Office or India Office with the exception of applications on behalf of relatives of officers serving in India or the intended wives of officers serving in India will be referred to the Q M G in India for verification of offers of employment or guarantees of maintenance submitted by the applicants. The Q M G in India will consult the Ex-Servicemen's Association in India in the case of ex-service applicants or in the case of other applicants firms or prospective employers or persons who have guaranteed maintenance. Pending intimation of the result of investigations by the Q M G in India the passage applications will be held over by the home authorities. Applicants are therefore being requested by the home authorities to arrange with their guarantors to forward guarantees direct to the Q M G in India. Any cases which may be submitted to districts or independent brigade areas will be forwarded to the Q M G in India.

Air Passages

190. The following rules will be observed in cases where entitled passages are granted by air.

- (a) I A F T 1727 will be submitted superscribed BY AIR.
- (b) A representative of the Embarkation Commandant Karachi will attend at the departure of the air mail and hand over an embarkation return to the senior individual travelling.
- (c) Passengers will hand over I A F M 1240 completed to the representative of the Embarkation Commandant Karachi.
- (d) Free scale of baggage will be that allowed in the rules of Imperial Airways.

191 Officers travelling privately by air to and from India will report their arrival and departure to the embarkation authority as required by para 155. Reports if in writing, will be dispatched to the embarkation authority within 24 hours of arrival or departure.

Applications for Passages within India Limits, and to Burma

192 Applications for parties of less than 21 British or 151 Indian troops will be submitted by the authorities referred to in para 158 (or corresponding schedule of instruction in the case of personnel under their administration) direct to —

- (a) the Sea Transport Officer Karachi in the case of Northern and Western Commands
- (b) the Divisional Sea Transport Officer Bombay for the remainder of India

For passages to Burma applications will be submitted to —

- (i) the Sea Transport Officer Calcutta or
- (ii) the Sea Transport Officer Madras for individuals and parties stationed nearer to Madras than Calcutta

A copy of each application will be sent to the embarkation authority concerned.

All passage requisitions issued in connection with moves between India and Burma must be endorsed in full and debitable to the Government of Burma. See also para 2.

193 Applications for ordinary coastal passages between Karachi and Bombay for parties up to 20 first or second class passengers and 150 third class (bulk) passengers will be submitted by the authorities referred to in para 158 direct to the Sea Transport Officer Karachi with a copy to the Divisional Sea Transport Officer Bombay in the case of embarkations at Karachi and to the Divisional Sea Transport Officer Bombay with a copy to the Sea Transport Officer Karachi in the case of embarkations at Bombay. Copies of applications will also be forwarded to the embarkation authority at the port of embarkation. Parties of 10 or more B O Rs and all Indian personnel travelling as deck passengers can only be carried by the fast Gulf mails leaving Bombay and Karachi on Thursdays. Passage applications should be submitted at least seven days before passages are required.

194 Applications for passages for parties of more than 20 British or 150 Indian troops will be submitted by the authorities referred to in para 158 to the Q M G in India. A copy of each application will be forwarded to the embarkation authority concerned.

195 The following special instructions will apply to passages between India and Burma —

- (a) Applications will not be marked 'as early as possible' but will show the exact date on which passages are required.

- (b) Mail steamers leave Calcutta for Rangoon every Sunday, Tuesday and Friday. As the hour of sailing is usually early morning, passengers will report to the embarkation authority on the day before sailing.
- (c) The Embarkation Commandant, Calcutta, will intimate in the case of arrivals from Burma the steamer by which the passengers should arrive.
- (d) Owing to lack of accommodation in Calcutta—
 - (i) families of B O Rs will not be despatched *via* Calcutta *en route* to or from Burma without the concurrence of the Embarkation Commandant, Calcutta,
 - (ii) parties of Indian troops numbering more than 50 will not be despatched *via* Calcutta *en route* to or from Burma without reference to the Q M G in India,
 - (iii) parties from India exceeding 50 will when possible be railed to Calcutta for direct embarkation.
- (e) Parties exceeding 100 must not be despatched to Fort St George Madras, without reference to Headquarters, Madras District.

Assessment of Ages of Children.

196. The trooping season normally begins in the October of one year and ends in the April of the following year. When submitting I A F T 1727 1727 A, 1727 B, 1724, 1718, and 1718 A, the ages of children will be shown in years and months as they will stand or stood on the 1st January which falls in the middle of the trooping season. Periods of 15 days or less will be ignored, periods of 16 days or more will be counted as an additional month. In cases where a child will attain such an age during the trooping season as will affect the scale of berthing, *vide* paras 197 and 198 the date of birth will also be shown.

All entries of ages on all copies of A T B 127 whether preliminary or final, will be shown as for the date of embarkation, dates of birth being shown in addition in cases where the age is such as will affect the scale of berthing. (See paras 197 and 198)

Scales of Berthing.

197 In transports, accommodation is admissible for families on the following scale —

adults and children over 6 years of age	1 berth
children between 1½ and 6 years of age .	½ berth
children of less than 1½ years of age	no berth.

Where there are two or more children under one and a half years of age belonging to one family one child will be accommodated in a hammock cot and the remainder will be given a half berth each. Children of different families will not however be berthed together. Sons ten years of age and over of third class families are accommodated in bunks on the troopdeck and are not allotted berths.

When calculating requirements of berths for I A I T 1713 each family must be shown as requiring a whole number of berths. If actual total requirements include an odd half berth demand for an additional half berth will be made.

198 In freightships and packet steamers accommodation is admissible for families on the following scale —

Adults and children of or over 3 years of age	1 berth
Children under 3 years of age	No berth

Where there are two or more children under three years of age belonging to one family one child will receive no berth but each other child will be given one berth.

199 Third class families accommodated in second class cabins on medical or other public grounds will be entitled to receive only third class messing and to make use only of third class public rooms, deck space and recreational facilities. A husband normally entitled to troopdeck accommodation who is berthed second class with his family will be entitled to troopdeck messing only. He will not be permitted to use the second class public rooms, deck space and recreational facilities.

I A F T -1727, etc

200 I A I T 1727 is not required for personnel proceeding ex India as part of a complete unit. I A F T 1727 1727 A or 1727 B as applicable will be submitted in duplicate to the Q M G in India by the authorities shown in para 158 for every applicant for first or second class passages including warrant officers selected for vocational training courses in Great Britain with details of family if any accompanying. I A F T 1727 will be submitted for every applicant entitled to passage on the authority of Passage Regulations, India. I A I T 1727 A will be submitted for departmental officers and quartermasters and their families eligible for leave passage concessions, I A F T 1727 B will be submitted for departmental warrant officers and their families eligible for leave passage concessions.

201 Any reasons why passages cannot be accepted at any time during the trooping season will be shown in the remarks column. Only medical reasons or reasons of a military nature in the interests of the Service will be accepted for postponement of passages. Private or personal reasons cannot be considered as justifying the deferment of passages until the end of the trooping season. Lien holders will therefore be warned that if they defer their date of embarkation until late in the trooping season and it is then found impossible to allot passages their liens will be forfeited.

202 The date by which the passenger should reach his destination in accordance with his posting orders or the date of commencement of the course of instruction which he is to attend will be shown in item 14 of I A F T 1727 for all personnel ordered to Great Britain or a Colony to take up an appointment or to attend a course of instruction.

203 When passage is required to a destination other than Great Britain the port of disembarkation must be shown clearly on I A F T 1727 1727 A or 1727 B as applicable.

204 I A F T 1727 for officers proceeding to regimental depots will be endorsed at the top as follows —

Depot Relief—Date of vacancy at the Depot
Amount of leave if any proposed to be granted

If an officer proceeding to a regimental depot for a tour of duty is unable to accept the passage allotted a report of the circumstances will be made immediately to the Q M G in India copies being forwarded to the Military Secretary Army Headquarters and command headquarters concerned.

205 I A F T 1727 will be submitted in duplicate for all officers who have been recommended for transfer to the home establishment or to proceed to Great Britain on duty during the trooping season. These officers will then be registered for passages which will not however be allotted before receipt of sanction for them to proceed. Sanctions when received by commands will be reported urgently to the Q M G in India. Sanctions received after the 15th January of the trooping season in which passage is required will be telegraphed.

206 Particulars as regards ages and sex of children will be included in I A F T 1727. An application for passages for a family which includes an adult daughter must be accompanied by a certificate to the effect that the adult daughter is unmarried. Special attention is invited to the instructions on I A F T 1727 and in para 196 regarding ages of children.

207 Applications for passages for personnel granted privilege leave for leave discharge in Great Britain will be compiled so that the date on which passage is required is such that the leave granted to the soldier will expire at the same time as he is due for discharge. Information as to the amount of leave granted will be included in item 14 of I A F T 1727.

208 I A F T 1727 for a married Queen's Army Schoolmistress will show whether troop-deck or other accommodation is required for her husband.

209 Any permanent change of station of an individual for whom I A F T 1727 1727 A or 1727 B has been submitted will be reported without delay to the Q M G in India.

210. Full postal addresses of second class families (and third class families for whom I A I T 1727 is prepared) will be included in item 17 of I A I T 1727. Where families expect to occupy public quarters in Great Britain the address to be given will be that to which the families will proceed in the event of public quarters not being available. Special attention is directed to War Office letter No. 118 General 110 (Q M G 1) dated the 11th April 1927, Appendix G.

211. In all cases the part in Passage Regulations India under which passage is permissible and a brief statement of the reasons for proceeding will always be included in I A I T 1727. This information will also be included in applications made by telegram.

212. In all references to I A I T 1727 or other passage documents of first or second class passengers submitted to Army Headquarters the name of the passenger concerned will invariably be stated. This is essential in applications for first and second class passages and should be in alphabetical order at Army Headquarters.

213. Rules regarding passages for officers of the Royal Engineers, Royal Corps of Signals, Mountain Artillery, the Military Adviser and Assistant Military Advisers, Indian State Artillery, Royal Artillery officers serving with the Survey Section Royal Artillery (India) and Royal Artillery officers seconded for service with the Indian Regiment of Artillery including the Indian Artillery Training Battery at the Royal Artillery Training Centre are contained in Passage Regulations India. Applications for passages under these rules will be accompanied by relevant particulars.

I A F T -1713 and I A F T -1713-A

214. In accordance with War Office orders soldiers will be despatched to Great Britain in the order in which they are due for transfer to the Army Reserve or for discharge. As far as possible they will be sent home only in sufficient time to admit of their being granted the furlough to which they are entitled prior to their transfer or discharge. To ensure that this is complied with I A F T 1713 must be completed correctly showing the numbers of men due for despatch each month.

215. Passage applications for soldiers granted privilege leave pending discharge in Great Britain will be compiled so that the date on which passage is required is such that the leave granted to the soldier will expire at the same time as he is due for discharge.

216. Unit commanders are responsible for ensuring that the formation through which they work as regards trooping is given ample notice of the numbers of men requiring passages and the dates by which they must arrive in Great Britain for discharge transfer to the Army Reserve, or etc.

217 If a unit is leaving India for Great Britain or any intermediate station its personnel due for discharge, etc. will normally proceed with it except such men as have to reach Great Britain before the date on which the transport in which the unit leaves India will arrive in Great Britain. Applications for earlier troopship accommodation will be submitted by the unit commander for such cases.

218 The initial estimates of bulk requirements of troopdeck and family berths submitted on I A F T 1713 by district and independent brigade area commanders must be based particularly for family berths on reliable figures so that congestion at the end of the trooping season may be avoided and steps taken at the proper time to arrange passages for personnel in excess of transport accommodation. Payment furlough details will be included in bulk requirements. The necessity for extreme accuracy in compiling initial estimates and for including every possible passage requirement is impressed on unit commanders. This is especially important in the case of summer furlough details. For families not on the married quarters roll see para 182.

219 A final estimate of requirements of troopdeck and family berths will be submitted so as to reach the Q M G in India by the 15th November annually. This estimate will include all summer leave details. Any considerable variation from the original estimate will be explained by the district or independent brigade area commander concerned as units should be able to furnish reliable estimates at the commencement of a trooping season. Applications for troopdeck or third class passages submitted after the 15th November annually will not be considered except when special reasons for delay are forthcoming.

220 The names and composition of motherless families will be reported to the Q M G in India when initial and final estimates of bulk requirements are submitted or immediately on the death of the mother.

221 District and independent brigade area commanders will ensure that personnel for Malta Gibraltar etc. are allotted to transports scheduled in the trooping programme to call at those ports.

I A F T 1724

222 I A F T 1724 will be used for passage applications for all personnel requiring passages between ports in Indian limits and between India and Burma. It will be submitted through the usual channels as laid down in paras 158 192 and 193. Three copies are required by the sea transport authority at the port of embarkation and one copy by the embarkation authority. Only columns 1-21 of I A F T 1724 will be completed by the submitting authorities. The remaining items will be completed by the sea transport and embarkation authorities. Certificates where required should be attached in triplicate.

223 When the number of individuals for whom passages are required is too great to allow the names and particulars to be shown on I A I F 1721 a separate roll signed by the administrative officer authorising the move will be attached to the form

224 When application is made for shipment of a motorcar a copy of the order authorising the maintenance of a car in lieu of a charger will be attached to I A I F 1721 The number and weight of the car and whether it is light motor car or heavy will be stated

225 When application is made for shipment of a charger, a certificate that the owner is entitled to free and f rance allowance in the appointments from and to which he is proceeding will be attached to I A I F T 1721

226 When application is made for passage for an individual proceeding to or returning from an examination or course of instruction a certificate as required by Passage Regulations India will be attached to I A I T 1721 The particular examination or course of instruction only will be mentioned Details of the school of instruction or station where the examination is held are not required

227. When passages between Karachi and Bombay are required for Indian ranks and non combatants enrolled granted furlough a certificate as below, will be attached to I A F T 1724

Certified that the man/men referred to who is/are proceeding on furlough is distinct from leave or casual leave has/have completed two years service (except as provided in R A I) and has/have had no furlough during the previous two calendar years

or

is/are serving at a station over 800 miles by the main route from his/their class recruiting centre and has/have had no furlough during the previous calendar year

When passage is authorised for Indian ranks granted leave on the recommendation of a medical board vide Passage Regulations, India, a copy of the station order authorising the passage will be attached to I A F T 1724

228 Applications for passages for personnel proceeding on consular service at Kerman etc will show the final destination The sea transport authority will then arrange passage to the most suitable port in communication with the Q M G in India

229 Applications for passages for personnel of the Military Accounts Department will be submitted by the Controller of Military Accounts concerned direct to the Sea Transport Officer Karachi in the case of Northern and Western Commands and to the Divisional Sea Transport Officer Bombay for the remainder of India A copy of the application will be forwarded to the embarkation authority

Allotment of Passages

230 All passages will be allotted under orders of the Q M G in India. Bulk allotments of third class and troopdeck accommodation in transports will be made to the district or independent brigade area commanders concerned. Bulk allotments for men detained at or in the pay of transit sections (excluding men on vocational training) will be made direct to the O C transit section concerned. Where necessary O C transit sections will apply to the Q M G in India direct for such allotments.

231 To ensure that accommodation in transports and freight ships is fully utilised it is essential that passages are not relinquished after allotment. When however through sickness or for service reasons passages cannot be accepted a report of the reasons for non acceptance will be made by telegram to the Q M G in India by the O C concerned.

232 When individuals or families who have been allotted passages are in isolation or segregation as a result of having come in contact with infectious or contagious disease the O C unit concerned will inform the district or independent brigade area commander immediately. The latter will report on the situation by telegram to the Q M G in India.

233 Bulk allotments will as far as possible be made in accordance with requirements as shown in I A F T 1718 but the filling of transports takes precedence over all other rules and this may necessitate the despatch of a number of men before they should ordinarily sail. Should the numbers detailed to proceed in advance seem unduly high details will be furnished urgently to the Q M G in India who will if possible readjust allotments.

234 On receipt of bulk allotments district and independent brigade area commanders will make detailed allotments direct to the units and formations concerned. Payment furlough men will be included in detailed allotments and will be shown distinctly and separately by name as payment. A copy of the allotments made will be forwarded to the Q M G in India so that preliminary rail orders may be prepared prior to the receipt of I A F T 1718 A and to the embarkation authority. All alterations will be reported as they occur.

235 On receipt of their allotments to transports and freightships O C units will detail men by name to proceed in each vessel. The order of priority for allotment will be determined by the dates on which the men are required to arrive in Great Britain for discharge transfer to the Army Reserve etc. A B O R undergoing a vocational training course in India will not be allotted passage in a vessel sailing before the date of completion of the course provided that passage must be allotted in the trooping season in which the man is due to proceed to Great Britain for discharge or transfer to the Army Reserve etc. O C units are responsible that this is strictly adhered to.

223 When the number of individuals for whom passages are required is too great to allow the names and particulars to be shown on I A I T 1724 a separate roll signed by the administrative officer authorising the move will be attached to the form

224 When application is made for shipment of a motorcar a copy of the order authorising the maintenance of a car in lieu of a charger will be attached to I A I T 1724 The dimensions and weight of the car and whether to be shipped crated or uncrated will be stated

225 When application is made for shipment of a charger a certificate that the owner is entitled to leave and furlough allowance in the appointments from and to which he is proceeding will be attached to I A I T 1724

226 When application is made for passage for an individual proceeding to or returning from an examination or course of instruction a certificate as required by Passage Regulations India will be attached to I A I T 1724 The particular examination or course of instruction only will be mentioned Detail of the school of instruction or station where the examination is held are not required

227 When passages between Karachi and Bombay are required for Indian ranks and non combatants enrolled granted furlough, a certificate as below, will be attached to I A F T 1724

Certified that the man/men referred to who is/are proceeding on furlough is distinct from leave or casual leave has/have completed two years service (except as provided in R A I) and has/have had no furlough during the previous two calendar years

or

is/are serving at a station over 800 miles by the main route from his/their class recruiting centre and has/have had no furlough during the previous calendar year

When passage is authorised for Indian ranks granted leave on the recommendation of a medical board *vide* Passage Regulations India, a copy of the station order authorising the passage will be attached to I A F T 1724

228 Applications for passages for personnel proceeding on consular service at Herman etc will show the final destination The sea transport authority will then arrange passage to the most suitable port in communication with the Q M G in India

229 Applications for passages for personnel of the Military Accounts Department will be submitted by the Controller of Military Accounts concerned direct to the Sea Transport Officer Karachi in the case of Northern and Western Commands and to the Divisional Sea Transport Officer Bombay for the remainder of India A copy of the application will be forwarded to the embarkation authority

Immediately after receipt of the verification telegram from the O C troops on board the embarkation authority will

- (a) send one copy of A F B -127 to the controller of military accounts concerned, under cover of I A F Z -2014, except for overage sons of first or second class passengers allotted payment second class or troopdeck passages to enable them to accompany their fathers on retirement, or passengers granted destitute or indulgence passages,
- (b) send a duplicate of this I A F Z 2014 to the M A G ,
- (c) return one copy of A F B -127 to the O C unit, except for passengers granted destitute or indulgence passages

Report of Non-Embarkation

241. Should any officer, soldier, or member of a family fail to embark, the embarkation authority will inform the O C unit and the Q M G in India at once, stating reasons for non embarkation, and disposal e g name of hospital or transit section to which sent

Transit Sections at Ports.

242 The transit sections at Bombay and Karachi function as receiving units for all second and third class transient details and families proceeding or arriving from overseas (including those moving by sea between Bombay and Karachi) who for any reason cannot be disposed of by embarkation authorities immediately on arrival at ports

243 Families of these classes desirous of making their own arrangements for accommodation at ports while awaiting embarkation or onward despatch may do so on the distinct understanding that no extra expense can be admitted as a charge against the State. They must, however, inform the O C transit section where they intend to reside during their stay in port, so that they may be communicated with in emergency

244. Owing to the limited number of family quarters available in the transit sections as much notice as possible will be given by telegram if necessary, by all concerned, in advance of the arrival of families at ports.

245. Consequent on the uncertainty of requirements of accommodation for transient families particularly at Bombay, where it is frequently necessary to accommodate women and children of such families at very short notice family accommodation allotted at ports for the accommodation of these details will on no account be utilised for the accommodation of other families without the previous approval of the Q M G in India which will be given only when it be shown that the quarters will definitely not be required for transient families

236 I A I T 1713 A showing the final detail of allotments made will be forwarded by district and independent brigade area commanders concerned to the Q M G in India so as to arrive one full calendar month before the date of embarkation. Royal Artillery details will be shown by batteries NOT by brigades. Payment for rough details and men for discharge by purchase will be included but shown separately and distinctly as payment. The station of origin will be that from which the details will entrain to join troop special train. Copies of I A I T 1713 A will be forwarded to the embarkation authority concerned. All alterations will be telegraphed as they occur.

237 O C British infantry units will forward direct to the D M S in India a nominal roll of other ranks proceeding to Great Britain who are trained nursing orderlies. The names of transports and dates of sailing will be given. Nil returns are required. Nominal rolls of all men suffering from venereal disease who are included in allotments will be forwarded to the O C British military hospital concerned by O C units concerned vide Regulations for the Medical Services of the Army in India.

238 V C Os and men forming the pools at the transit sections Bombay and Karachi vide paragraph 216 or taken on the strength of these sections in the circumstances described in Appendix A paragraph 2 will NOT be included in unit built allotments. Separate allotments for these V C Os and men will be made by the Q M G in India direct to O C transit sections.

239 Soldiers proceeding to Great Britain to attend vocational training courses (not those attending such courses in India) will not be included in unit built allotments. Passages for these men will be allotted separately by the Q M G in India but O C units concerned will be responsible for submitting all documents for these men in accordance with Appendix B. Each passage document of a soldier proceeding to attend a vocational training course in Great Britain will bear the vocational training serial number allotted by Army Headquarters preceded by the letters V T.

A F B 127—Disposal of by Embarkation Authorities

240 A F B 127 will be forwarded to embarkation authorities as laid down in Appendix B. The embarkation authorities will dispose of these forms as follows —

One copy to the O C troops on board in support of A F B 126 except in the case of soldiers proceeding overseas under their own arrangements by packet vessel.

One copy for embarkation records except in the case of soldiers proceeding overseas under their own arrangements by packet vessel.

Immediately after receipt of the verification telegram from the O C troops on board the embarkation authority will

- (a) send one copy of A F B 127 to the controller of military accounts concerned under cover of I A F Z 2014 except for overage sons of first or second class passengers allotted payment second class or troop deck passages to enable them to accompany their fathers on retirement or passengers granted destitute or indulgence passages
- (b) send a duplicate of this I A F Z 2014 to the M A G
- (c) return one copy of A F B 127 to the O C unit except for passengers granted destitute or indulgence passages

Report of Non Embarkation

241 Should any officer soldier or member of a family fail to embark the embarkation authority will inform the O C unit and the Q M G in India at once stating reasons for non embarkation and disposal e g name of hospital or transit section to which sent

Transit Sections at Ports

242 The transit sections at Bombay and Karachi function as receiving units for all second and third class transient details and families proceeding or arriving from overseas (including those moving by sea between Bombay and Karachi) who for any reason cannot be disposed of by embarkation authorities immediately on arrival at ports

243 Families of these classes desirous of making their own arrangements for accommodation at ports while awaiting embarkation or onward despatch may do so on the distinct understanding that no extra expense can be admitted as a charge against the State. They must however inform the O C transit section where they intend to reside during their stay in port so that they may be communicated with in emergency

244 Owing to the limited number of family quarters available in the transit sections as much notice as possible will be given by telegram if necessary by all concerned in advance of the arrival of families at ports

245 Consequent on the uncertainty of requirements of accommodation for transient families particularly at Bombay where it is frequently necessary to accommodate women and children of such families at very short notice family accommodation allotted at ports for the accommodation of these details will on no account be utilised for the accommodation of other families without the previous approval of the Q M G in India which will be given only when it be shown that the quarters will definitely not be required for transient families

Pools—Troopdeck Passengers

246 A small pool of troop deck passengers will be maintained at each of the transit sections at Bombay and Karachi from which permanent vacancies will be filled. N C O and men will be detailed in accordance with orders issued by the A G in India to join the ships and will be regarded as proceeding to port for embarkation in the same manner as other details despatched for direct embarkation. Once they have joined the transit section they will be at the disposal of the Q M G in India and the embarkation authority concerned. They will not be withdrawn by O C units without the prior approval of the Q M G in India.

247. Each N C O and man when leaving his unit to join a transit section will be in possession of

- (a) a complete and serviceable kit,
- (b) a complete and serviceable set of equipment as authorized to be taken out of India vide Equipment Regulation India Part I. This equipment will remain on ledger charge of the unit until the men are embarked when vouchers will be passed to the O C depot or unit to which the men are posted,
- (c) two blankets and full complement of sheets. Other articles are available for issue in transit sections.
- (d) a serviceable greatcoat. Greatcoats will remain on ledger charge of the unit until the men are embarked when vouchers will be passed to the O C depot or unit to which the men are posted,
- (e) one heavy kitbag and one sea kitbag.

248 All service documents and last pay certificates of each N C O and man will be despatched to the O C transit section concerned as follows—

- (a) Last Pay Certificate—immediately the individuals concerned leave their units.
- (b) Service Documents—all service documents including A B 109 completed with final assessment of conduct and character, not later than the 15th November for the pool formed on or about the 15th October and not later than 1st June for the pool formed on or about the 15th April.

249 The issue to these N C Os and men of articles of equipment or public clothing etc which are required to be withdrawn prior to embarkation is unnecessary and will be avoided. Any additional expense incurred as a result of contravention of these orders will be met by the O C unit concerned full particulars being reported by the O C transit section to the Q M G in India as cases occur.

Medical Inspections for Embarkation.

250 All officers, soldiers and families whether travelling independently or with a unit or draft and civilians will be inspected by a medical officer on the day of departure from their station, or on the previous day. A certificate on I A F M 1240 must be produced in all cases at the port of embarkation and will be handed to the embarkation medical officer. When more than three days have elapsed from the date of signature of I A F M 1240, it must be endorsed by a government medical officer within three days of embarkation. If this cannot be done the individual will be re-examined at the port before embarkation. Failure to produce I A F M 1240 at the port may lead to loss of passage. An officer's wife will not be embarked within three months before confinement. A written statement on this point from the lady or her husband may be accepted by the medical officer. Similarly a soldier's wife will not be embarked within three months before confinement. In all such cases as well as those in which a soldier's family is prevented by sickness from embarking the soldier and his family will be detained until they are fit to proceed.

251 In accordance with the Paris Sanitary Convention no person can embark unless previously passed by the embarkation medical officer who for purposes of embarkation in transports is gazetted as an assistant port health officer. Certificates from other medical men civil or military cannot be accepted for this purpose. After medical inspection passengers must embark at once, otherwise the inspection is void. First and second class passengers who embark on the day prior to sailing are allowed to disembark again the same day provided the O C troops has no objection and there are no medical restrictions. On the day of sailing passengers once embarked are not permitted to leave the ship without the sanction of the O C troops who will first consult the embarkation authority.

Embarkations

252 The embarkation authority will inform the sea transport authority or in his absence the master of the ship at the place at which embarkation is expected to be completed in order that there may be no delay in leaving harbour.

253 Every officer ordered to embark in a transport whether detailed for duty or not will report himself to the embarkation authority and the O C troops on board. Officers detailed for duty before the ship sails will report in uniform. Such officers include troop special train staff and light conducting officers. Other officers may report in plain clothes but will change into uniform before the ship sails. Officers detailed for duty with troops en route on a freightship will report to the embarkation authority in uniform. Other officers embarking on freightships may report in plain clothes.

254 During embarkation or disembarkation visitors may be permitted on the quayside or ship only at the discretion of the embarkation authority and with the concurrence of the sea transport authority or in his absence the master of the ship

255 The embarkation authority will obtain a certificate from each civilian passenger embarked that he will conform to the standing orders of the ship and to such other orders as the O.C. troops on board may issue and that he understands Government accepts no responsibility for injury to himself or his family or for loss of or damage to his or their property arising during the voyage

256 Offences committed by civilians during the voyage will be dealt with by the master of the ship

Messing Charges

257 Passage Regulations India contains full details of persons entitled to free messing when travelling by sea and the amounts payable by those not entitled to free messing. Messing charges will be collected by embarkation authorities before embarkation, and will be payable in Indian currency. Cheques or sterling currency will not be accepted

258 Messing charges for overage sons and others allotted payment passages will be recovered at the same time as the cost of passage

259 Passengers who are offered and elect the option of embarkation in a transport on the day prior to sailing will pay messing charges for the day irrespective of whether or not they are entitled to free messing for the period of the voyage

260 All passengers detailed by Army Headquarters or the embarkation authority to embark on the day prior to sailing will be provided with free messing on board for that day after embarkation, provided they are otherwise eligible for free messing for the period of the voyage in accordance with Passage Regulations India. Daily allowance will not be admissible for this day in addition to free messing

261 First class families disembarking at Marseilles will pay messing charges for the full sea voyage to Great Britain before embarkation

Forms Required on the Quayside

262 A F B 127 is required at the quayside as follows —

- (a) not required for first class passengers or complete units,
- (b) five copies for second class entitled passengers
- (c) five copies for third class and troopdeck entitled passengers
- (d) three copies for destitute passengers,

- (e) three copies for third class and troopdeck indulgence passengers
- (f) five copies for invalids second class third class and troop deck,
- (g) three copies for overage sons of first and second class passengers allotted second class or troopdeck passages on payment to enable them to accompany their parents on retirement

If for any reason individuals or families shown on A F B 127 have at the last minute to be sent separately to the port of embarkation ahead of the other persons shown on the form they will be given one copy of A F B 127 and instructed to give it to the embarkation authority in support of their embarkation. An additional form will not be required when the remainder of the party reports for embarkation.

263 Six copies of A F B 141 are required at the quayside, for complete units only. Names of first and second class passengers proceeding with complete units will be shown therein.

264 I A F M 1240 is required at the quayside for—

- (a) all first class passengers not embarking as part of a complete unit,
- (b) all second class passengers not embarking as part of a complete unit
- (c) all third class and troopdeck passengers not embarking as part of a complete unit consolidated I A F M 1240 may be prepared for drafts and details from the same unit with nominal rolls attached to the forms
- (d) all invalids and families and attendants accompanying
- (e) all indulgence and destitute passengers
- (f) for a complete unit a consolidated return will be prepared

As the medical inspection of families is held separately from that of husbands separate I A F M 1240 will be issued for families and will be in their possession at the time of medical inspection. If families proceed to port independently of their husbands they will take I A F M 1240 with them.

265 Two copies of A F N 1511 are required for drafts details and invalids where necessary as laid down in Appendix B.

266 Five copies of separate nominal rolls of third class and troopdeck passengers are required for complete units only. Nominal rolls as laid down in paragraph 271 are required for drafts and details.

267 Receipt and issue vouchers for ammunition and other ordnance stores as necessary are required for complete units only.

268 Passage allotment orders issued by Army Headquarters if passage is by transport or freightship or by the embarkation authority if passage is by pilot steamer, or individual freightship tickets must be produced by all first class passengers not embarking as part of a complete unit. Passage allotment orders issued by Army Headquarters or the embarkation authority must be produced on embarkation by all indigent and destitute passengers.

269 The health authorities at the port of embarkation decide whether vaccination certificates are necessary and their decision is notified in the Press and in India Army Orders. When I. A. F. M. 1260 is required it will be signed by a commissioned officer of the R. A. M. C. or I. M. S.

Vaccination certificates are valid only if vaccination has been performed more than twelve days and less than three years before the date of embarkation.

Disposal of Ordnance Stores Carried to Ports.

270 Details leaving India will use mess tins on the journey to the port of embarkation.

271 On receipt of allotments of passages O. C. units will prepare three copies of nominal rolls of individuals to embark in accordance with Appendix I. Foolscap paper will be used with double spacing between names. One copy will be forwarded to the medical officer at the port of embarkation at the same time as A. F. B. 127 preliminary is forwarded to the embarkation authority. (See Appendix B.) The remaining copies amended up to date will be included with the other documents of the draft and handed over to the draft conducting officer or senior rank of the party moving if the journey to the port is performed by other than troop special train. Separate rolls will be prepared for class A and class B invalids. Nominal rolls are not required in the case of complete units embarking; receipt and issue vouchers will be prepared instead. Receipts for blankets will be sent by the ordnance officer direct to units concerned.

272 Vouchers relating to ordnance stores which are to be handed in at the port of embarkation will be despatched so as to reach the ordnance officer at the port at least two days before the date of embarkation.

273. The ordnance officers for Bombay and Karachi are—

Ordnance Officer,
Ordnance Depot
Fort Bombay

Ordnance Officer,
Ordnance Depot,
Drigh Road,
Sind

274 Attention of all Os C units is drawn to Clothing Regulations India which contain complete instructions for the disposal and adjustment of the Indian scale of clothing. Os C units are responsible that only the articles authorised are taken to the port of embarkation.

275 Instructions regarding the arms ammunition equipment and accoutrements to be taken by units leaving India are contained in Regulations for the Equipment of the Army (India) Part I.

Baggage—General.

276 Labour for the handling of passengers baggage is provided by the embarkation authority. The baggage master will exercise general supervision over the loading of baggage, under the orders of the embarkation authority. The latter will arrange for sentries to warn troops to keep clear of hatchways and areas over which winches and cranes are working.

277 When a large number of Indian troops is being embarked or disembarked two fatigue parties each working under an officer will be detailed as shore and baggage room parties to assist in loading or unloading and stowing the baggage.

278 Baggage for intermediate ports will be stowed separately, that for the furthest port of call being loaded first.

279 Sea kitbags which are stowed on the troopdecks and uniforms and equipment will be handled by the troops.

280 The quantity of baggage authorised for conveyance by sea is calculated on its cubic measurement not its weight five cubic feet being reckoned as one cwt except for military second and third class passengers whose authorised allowance is converted at the rate of $7\frac{1}{2}$ cubic feet to one cwt. Shipping companies have however the right to charge for baggage by weight if this is more advantageous to them. The scales of baggage authorised for all ranks and their families for journeys *ex* India are contained in Passage Regulations India. As each command abroad is allotted in transports a definite amount of space for baggage which may not be exceeded baggage in excess of the authorised scale is liable to be excluded.

281 Official baggage labels will be despatched by Army Headquarters to first and second class passengers allotted passages in transports or freightships at the sole disposal of Government with their passage allotment orders and to third class passengers on receipt of I A F T 1713 A. Appropriate cabin hold or wanted on voyage labels and initial letter labels should be affixed to both ends of all articles of baggage. Articles for which paper labels are unsuitable such as canvas covered maulages should be marked in paint or marling ink conforming as closely as possible to the official labels both as to wording and position.

282 Shipping companies labels will be issued by the emb at on authority to passengers allotted passages in packet steamers or in freightships not solely at the disposal of Government. Official labels will not be issued for unit stores etc. Labels for these should be obtained privately. For labels for unmarried N. C. Os and men see paragraphs 303 and 304.

283 The undermentioned articles will not be accepted for shipment in transports

Light and other spirit matches and other articles of an explosive combustible or highly inflammable nature.

Empty pullock or corded cases or boxes and crated chests.

Any article exceeding 6 cwt. in weight or 30 cubic feet in measurement.

284 The following articles are not permitted to be shipped as entitled baggage and can only be accepted for shipment as indulgence baggage if accommodation is available

Baggage of invalid in excess of the authorised allowance.

Motor cycles and side cars

Furniture including pianos and cabinet gramophones

Private saddlery

Treadle sewing machines

285 Packages labelled as wanted on voyage must not exceed 3 feet in length, 2 feet in width and 2 feet in depth. Cabin trunks must not exceed 3 feet in length, 2 feet in width and 14 inches in depth. Suitcases of other kinds should not exceed 27 inches in length, 15 inches in width and 9 inches in depth. (See paragraphs 297 and 298.)

286 Passengers will be allowed trunks, cases, etc. as follows —

Each passenger over 10 years of age

2 packages as wanted on voyage and

1 package in cabin

Each child between 6 and 16 years of age

1 package as wanted on voyage and

1 package in cabin

Each child between 1½ and 11 years of age (or two children between these ages in the same family)

1 package as wanted on voyage and

1 package in cabin

In addition to the above one small package not exceeding 40 lbs in weight will be allowed under each heading for an infant under 1½ years of age and each adult passenger may have in the cabin three small articles not exceeding a total of 20 lbs provided that the other occupants of the cabin are not inconvenienced thereby

287 First and second class passengers in transports will not bring deck chairs for use during the voyage as these are provided on board. Third class family passengers may be permitted to take private deck chairs of the ordinary folding canvas type

288 Packages obviously not intended for use on the voyage will not be accepted as wanted on voyage baggage and labelling them as such will render them liable to be excluded from shipment

289 Bedding rolls and valises will be labelled wanted on voyage to ensure that they are available if required. They will then be specially stowed: i.e. first and second class in the blankets room and third class in the families box room. They will not count against the number of packages allowed *vide* paragraph 286

290 Wheeled toys (i.e. fairy cycles scooters etc.) perambulators push carts and play pens will not be taken into cabins for subsequent use on deck but will be packed securely and stowed in the ship's hold. The use of these articles on deck is prohibited

291 No responsibility is accepted by Government for damage to or loss of personal baggage. As baggage is carried at passengers risk unless insured passengers are advised to effect insurance the cost of which cannot however be borne by Government

292 Military passengers of all classes embarking in freightships and packet steamers who have baggage in excess of the authorised quantity must be prepared to pay for it direct to the agents of the shipping company at the time of loading

Baggage—First and Second Class Passengers

293 Transport for the conveyance of baggage of first class passengers from railway stations to the docks cannot be provided by embarkation authorities. Passengers will make their own arrangements for transport and will not address embarkation authorities in the matter. When Government transport is not provided passengers are entitled to claim road mileage allowance for the transfer of their baggage from the railway station to the docks. Any additional expense is covered by daily allowance when admissible and must be met by the passenger himself

294 The heavy baggage of first and second class passengers by transport (other than those arriving by troop special train) should ordinarily be delivered on the quayside on the day before sailing (at the latest by 1200 hours). If however it is not excessive in quantity such baggage accompanying passengers by rail can usually be received for shipment up to 1000 hours on the day of sailing. Shipment of large quantities of baggage brought to the quayside on the day of sailing cannot be guaranteed

295 Heavy baggage of passengers by freightship and packet steamer must be delivered in accordance with instructions which will be issued by Army Headquarters or the embarkation authority in every case.

296 Officers arriving by ordinary train service for embarkation on transports leaving Karachi should book their baggage to KARACHI CITY not to KARACHI CANTONMENT station.

Baggage—Troopdeck Passengers.

297 N C Os not below the rank of Lance Sergeant will be allowed shipment of one suitcase as valued voyage baggage in addition to their other baggage. These suitcases will be accessible during the voyage. Indian troopdeck passengers will be allowed a suitcase which will be stowed on the overhead racks on the troop deck in lieu of a sea locker.

298 Except as provided in paragraph 297 suitcases will not be allowed on troopdecks nor made accessible to troopdeck passengers unaccompanied by families during the voyage. They may be shipped as indulgence baggage if accommodation is available. If permitted to port they will be stowed as required by the embarkation authority and subsequently placed on board under his orders. Os C units will warn N C Os and men below the rank of Lance Sergeant unaccompanied by families before they leave their stations that their suitcases will not be accessible during the voyage.

299 As in many other rules and themselves of the concession of conveyance for excess baggage by transport Os C units will bring to the notice of passengers the contents of the following paragraphs.

300 Heavy kitbags exceeding the regulation size and boxes used instead of kitbags will be stowed in holds of transports. Such excess baggage must therefore be packed securely. Owners must instruct agents to unload and take over their heavy baggage at the port of disembarkation and arrange for its onward despatch to destination as it will be impossible for the baggage to accompany owners on the troop special trains from Southampton.

301 Customs authorities will not pass locked packages without production of a customs declaration form and keys. These must be handed over to the agent appointed to take delivery of the baggage. No responsibility or expense can be incurred by Government in this connection.

302 The baggage allowance for third class passengers on British railways is 56 lbs. This allowance is often exceeded and a liability for payment of excess charges is incurred, though seldom imposed when the owner travels with his baggage.

303 Labels will be issued for suitcases of N C Os of and above the rank of Lance Sergeant vide paragraph 297 by Army Headquarters. Os C units will submit indents for labels in the form shown in Appendix L direct to the Q M G in India as soon as possible after passages have been allotted.

304 In order that excess baggage of troopdeck passengers may be stowed on board ship so that it can be unloaded and sorted quickly on arrival at the port of disembarkation each package will be labelled at each end

TROOPDECK

Unit

Number

Rank and Name

Port of Disembarkation

Destination

Os C units will make their own arrangements for these labels which will not be provided at Government expense

Kitbags

305 Each soldier proceeding for embarkation will be in possession of one universal kitbag and one sea kitbag. The sea kitbag is the only baggage allowed on the troopdecks. Only kit required during the voyage will be packed in the sea kitbag in which space must be left for the haversack and waterbottle to be inserted at the time of embarkation. Greencoats will be carried separately. Serge uniform and warm underclothing will be packed in the sea kitbag for use when the vessel enters colder climates.

306 All kit not required on the voyage but likely to be required immediately at destination will be packed in the universal kitbag which will not be used as a cover for a metal or other trunk or wooden box. If oversize kitbags are brought to the port for shipment they will only be accepted for shipment after all universal kitbags have been loaded.

307 The Army number of the owner and the initials of his regiment or corps will be marked in paint on the face of each heavy kitbag and the name of the port of disembarkation will be stencilled on the base. The Army number and name of the owner and initials of his regiment or corps will be stencilled in marking ink on the face of each sea kitbag.

308 Attention is invited to Clothing Regulations India regarding the provision and renewal of sea kitbags. On arrival at ports all men not in possession of sea kitbags will be provided for issue of these by the representative of the I A O C on the quayside. The cost will be paid in cash.

Bedding—Troopdeck Passengers

309 In hired transports or freightships where hammocks and blankets are issued troopdeck passengers are provided with one bedding set per man consisting of one hammock, two blankets and one leather tally. These will be used during the voyage and will be

handed in on completion. Blankets belonging to furlough men and others returning to India will be withdrawn at the port of embarkation and stowed in the blanket room and not in the hold. They will not be re-issued until arrival at the port of destination.

Unaccompanied Baggage

310 Applications for the shipment of unaccompanied baggage whether entitled or indulgence will be forwarded to the Embarkation Commandant Bombay in the case of applicants from Southern and Eastern Commands and Army Headquarters and to the Embarkation Commandant Karachi in the case of applicants from Northern and Western Commands. Information as below will accompany all applications:

- (a) whether entitled or indulgence
- (b) measurements, weight and contents of each package, approximate value and markings on packages
- (c) name of agent to whom consigned at port of shipment
- (d) name and address of person to whom consigned in country of destination
- (e) name of agent to whom consigned at port of destination

311 If entitled baggage has to be despatched to a station not usually served by hired transports or if no transport is likely to proceed to the port of destination of the baggage within a reasonable time the embarkation authority will arrange to engage commercial freight.

312 Indulgence baggage will only be shipped if accommodation is available. As entitled baggage has a prior claim to shipment, indulgence baggage is liable to be shut out at any time without notice, and no claims on this account can be considered.

313 Indulgence baggage will invariably be despatched through agents who will be given all necessary information etc. and keys for clearing the baggage through customs. Owners are responsible for the despatch and conveyance to port of indulgence baggage and for its actual shipment. They will instruct their agents to pay wharfage and customs charges on their behalf.

314 No unaccompanied baggage can be shipped on the last voyage of the season in transports other than Dorsetshire and Somersetshire. Shipment of cargo in the 300 tons cargo space in Dorsetshire and Somersetshire is limited to cargo in handy sized packages loaded at a terminal port for discharge at a terminal port. In the case of final voyages homewards only 5,000 cubic feet subject to a total maximum deadweight of 83 tons of cargo or a combined total of 24,000 cubic feet of baggage and cargo subject to a total maximum deadweight of 280 tons may be shipped. This is to ensure that the ship may be cleared of cargo and baggage at the terminal port on the day of arrival. It is not desirable to lay down definite

limits to the size of each package, but generally, owing to the difficulty of handling, no package should exceed 80 cubic feet or weigh more than one ton

315 Embarkation authorities are responsible that freight form "T" is prepared and despatched as necessary

316. Applications for shipment of indulgence baggage will not be made by telegram at Government expense

Despatch of Stores Overseas.

No 5 of 1937

Substitute the following for para 318 —

All military units, departments and services in India who desire to ship military stores, other than arms, ammunition and explosives, overseas, will do so through the military officers detailed in Appendix M. For shipment of arms, ammunition and explosives (and all other ordnance stores in the case of Bombay) application will, in the first instance, be made to the ordnance representative at the port of shipment, where there is one, or to the embarkation authority, except in the case of Madras where application will be made to the Agent for Government Consignments, Madras

~~direct touch with the General Headquarters representative of the P S T O~~

No 7 of 1937

Para 320

Insert the following Notes —

NOTE I—I A F Z 2090 is not required for shipments within Indian limits

NOTE II—In addition to the documents mentioned the railway receipt will be forwarded to the military officers detailed in Appendix M (with a covering memo) as soon as the stores are despatched

In the case of arms, ammunition and explosives to be shipped from Karachi, the documents will be sent to the Embarkation Commandant Kiamari (Sind), but the stores and the railway receipt will be sent to the Ordnance Officer Drigh Road, Sm 1, with a copy of I A F T 1725, for safe custody until freight has been arranged

port officer, or to the shipping company direct. Original requisitions received from units etc will be retained by the embarkation authority for record

(b) I A F Z 2090—as directed on the reverse of the form

(c) I A F Z -2096 This will be endorsed with the name of the vessel in which the stores are shipped one copy will be retained by the embarkation authority, one copy will be returned to the consignor and one copy will be forwarded to the consignor's accounts officer for audit purposes. In the case of ordnance stores, three additional copies (one receipt and two delivery) will be forwarded direct to the consignee

322. Units etc, will make every endeavour to avoid despatch of stores during the non troopng season

323 Accommodation in transports is only available for effects which are the property of Government. For limitation of size of packages of cargo for shipment in transports see paragraph 14. When space is available however personal property may be shipped in transports as indulgence as laid down in paragraph 10 of reg. The despatch of unit property and stores to ports for shipment in hired transports with the benefit of drafts or individual with out previous notification to the embarkation authority is prohibited.

324 The foregoing instructions do not apply to shipments of effects of deceased persons nor to normal shipments of supplies and stores overseas by embarkation authorities under specific orders of the Q. M. Gen. in India or his representative.

Motor Cars and Bicycles

325 Motor cars will not be accepted for shipment in transports.

326 Privately owned bicycles will be accepted for shipment by transport either as part of the owner's personal baggage allowance or as indulgence baggage only when completely dismantled spindles being left in hub wheels and packed in a crate not exceeding 12 cubic feet overall measurement.

Wharfage Charges

327 No wharfage charges are levied at either Bombay or Karachi on the accompanied baggage of entitled passengers traveling by transports. Certificates of exemption from wharfage charges are not necessary for such baggage.

328 Entitled passengers travelling by freightship or packet steamer either under Government arrangements or privately consequent on their having been granted an allowance in lieu of passage under the provisions of Passage Regulation India will obtain certificates of exemption from payment of wharfage charges in respect of their entitled baggage on application to the embarkation authority concerned.

329 At Bombay a charge of Re 1 per package is levied on the accompanied baggage of indulgence passengers. At Karachi no charge is made for such baggage.

330 Wharfage charges are levied at both ports on all unaccompanied baggage. The charges are payable by Government in the case of—

- (a) kits of officers shipped by transport as entitled baggage on the authority of Passage Regulations India,
- (b) kits of deceased officers and others who die in military service shipped by transport as entitled baggage on the authority of Passage Regulations India.

In all other cases owners of baggage are responsible for payment of these charges and will instruct the agents accordingly.

331 Import and export wharfage charges are payable at both ports on motor cars motor cycles pianos or other large musical instruments chargers and horses and dogs unaccompanied by owners. Charges for authorised chargers or motor cars in lieu are paid at both ports under arrangements made by the embarkation authority.

Customs Regulations—Great Britain.

332 All articles of public regimental personal and household property brought to Great Britain by units and individual officers and other ranks and their families must be declared and produced to the customs authorities at the port of disembarkation although in the case of articles of Empire origin they may be admitted duty free or at a preferential rate of duty. The Board of Customs and Excise have intimated that with the exception of those articles indicated in para 333 or prohibited or restricted articles articles which are imported into Great Britain on a *bona fide* transfer of residence by the owner and have been in the owner's possession and use abroad for an appreciable period are admitted free.

The concession is conditional on the articles being duly declared and produced to the officer of customs and excise at the port of importation and satisfactory declaration of ownership being made. Whilst the normal interpretation of appreciable period is twelve months officers of the customs and excise have discretionary powers to accept a shorter period in certain cases *e.g.* clothing.

333 The following instructions are designed to facilitate clearance at the port of entry and should be carefully followed.

- (a) Public property will be cleared on the certificate of the O.C. that the articles are the property of the public. Articles not in possession of the unit for 12 months and packages containing unused stocks of clothing and regimental necessaries will be shown in detail separately otherwise the declaration will state the number of packages the contents being shown under general headings *e.g.* rifles equipment tool materials etc. Numbers or quantities are not required.
- (b) Regimental property—Articles which have been in use for at least 12 months will be declared in bulk as the property of the regimental institute concerned under general headings *e.g.* silver plate furnitureables furnishings etc.

Articles which have been in possession and use for less than 12 months must be declared in detail. Declarations will be made by the mess president or other officer in charge of the institute to which the articles belong.

- (c) Personal baggage—All articles whether personal effects or articles for household use must be declared and produced on landing and a declaration made by the owner or head of family.

Personal effects covers bedding travelling rugs musical instrument pedal cycles saddles cameras binoculars sewing machines typewriters perambulators deck chairs portable tables camp beds uniform cases dressing cases etc

Articles for household use will include such items as silver and plated ware household linen glass and china cutlery cooking utensils pictures carpets and floor rugs etc

Note—In the case of both public and regimental property it will be necessary for an officer with knowledge of the origin etc, of the property to be present at the clearance

334 Personal effects and articles for household use which have been in possession and use for at least 12 months should be declared as such. The number or quantity of articles imported which have been in possession for less than that period must be declared in detail. The declaration in the case of cabin or other baggage accompanying the passenger to his destination after disembarkation will be a verbal one. Personal baggage passed through the customs by agents etc must have the necessary declaration forms completed and signed by the passenger. British goods, formerly exported from Great Britain are entitled to admission free of duty on reimportation if specially declared on a customs bill of store.

335 The following articles must be declared in detail giving number or quantity whether they have been in possession of the importer for 12 months or not and irrespective of the country of origin

Wines spirits tobacco cigars cigarette motor cars and motor cycles cinematograph film of the standard width of 1½ inch and all new articles i.e. articles not taken into use or wear

336 A Notice to passengers issued by H M Customs and Excise is reproduced in Appendix H

Customs Drawback—India

337 Personnel proceeding overseas desirous of obtaining a refund of customs duty on any article must write to the Assistant Collector of Customs Drawback Department Karachi/Bombay one month before sailing or immediately on receipt of their allotment orders stating the articles for which a refund is desired the name of the ship in which they will embark and the date of sailing. Full information will then be furnished by the assistant collector of customs. Refunds are only admissible for articles imported within the previous two years (in exceptional cases three years) which can be identified e.g. fire-arms. Proof of payment of customs duty on importation should be produced

Export Certificates.

338 Officers taking with them out of India dutiable articles such as firearms carpets etc on which they do not wish to claim any refund of import customs duty are recommended to obtain export licenses if they expect that they will again be importing these articles into India within three years. Export licenses are obtainable from the Assistant Collector of Customs Drawback Department Karachi/Bombay.

Shipment of animals

339 No dogs or domestic pets can be shipped in transports. Owners desirous of sending pets home from India must therefore arrange for them otherwise. Dogs can only be landed in Great Britain under license from the Ministry of Agriculture and Fisheries which must be produced before the dogs will be accepted for shipment by private shipping companies.

340 Conveyance of horses and ponies in transports will be authorised only in cases of military necessity or very special circumstances. Applications for shipment of horses or ponies will be refused unless they comply with these conditions. Pecuniary considerations will not constitute special circumstances. All applications must be submitted in ample time to allow of the approval of the Director of Sea Transport London being obtained by letter.

341 Before embarkation all animals will be inspected as to fitness and freedom from infectious and contagious diseases. Animals will as far as practicable be newly shod fore and hind before embarkation but for long journeys hind shoes are usually removed.

342 As troop horses may be required for service soon after landing they should be embarked in good hard working condition. The strictest attention will be paid to the state of their digestions but they may be fed and worked as usual up to the day of embarkation when sloppy half and half mashes will be given. Horses and mules should always be watered before going up the brows and given long hay immediately they are put in the pens. Men should be specially detailed to feed them with long hay as soon as they are tied up. All animals should be fed with corn in sufficient time before their embarkation to allow of watering before going on board. If they are to be slung on board they should not be watered and fed for two hours previously.

Importation of Animals

343 All military animals including registered chargers of officers for importation into India will be inspected prior to embarkation by a veterinary officer or veterinary assistant surgeon where no veterinary officer is available and subjected to the mallein test. A certificate to the effect that they have been so inspected tested and found free from all symptoms of disease will accompany the animals and be handed over if required to the Government veterinary officer at the port of disembarkation. On disembarkation at ports within

Indian limits military animals will be inspected by a military veterinary officer or veterinary assistant surgeon and must be passed as clinically free from infectious disease before being despatched to destination

344 The embarkation authority is responsible for giving sufficient notice of arrival of animals to the veterinary authorities and for this purpose will communicate direct with the D A D V S of the district in whose veterinary administrative area the port may be. The D A D V S will arrange for inspection of animals on disembarkation

345 On arrival at their stations animals will be segregated for mallein testing but the period of isolation will be extended to three months from the date of disembarkation in India.

346 Private horses other than registered chargers are liable to inspection etc in accordance with the rules prescribed by the local government. Such horses may not be landed in Bombay Presidency except at Bombay. The importation of military animals is subject to these rules unless the veterinary certificate accompanying the animals is signed by an officer of the R A V C

Conveyance in Great Britain

347 I A F T—1734 will be issued only to those persons detailed on the form. The certificate on the front page of I A F T—1734 contains a clause to show how much baggage may be conveyed free in Great Britain. The baggage accompanying an individual in Great Britain is restricted to the allowance carried free by rail ways. If an individual is entitled on the authority of War Office Allowance Regulations to free conveyance in Great Britain of further baggage it will be despatched from the port of disembarkation by goods train on A T P—1904. This army form is issued at the port of disembarkation on the authority of the particulars contained in the certificate on I A F T—1734. It is therefore essential that officers issuing I A F T—1734 consult column 3 of the schedule on the reverse of the Form before completing the certificate concerning free conveyance of baggage in Great Britain.

348 When I A F T—1734 is issued to other than first class passengers a note to this effect will be included in all copies of A F B—127 together with details of the scale of baggage allowed.

349 Normally families granted advance passages from India are not entitled to conveyance to their selected place of residence in Great Britain. Families of officers and soldiers granted advance passages because the head of the family is posted to a non family station and families of departmental warrant officers granted advance passages on the recommendation of a medical board are however entitled to conveyance to their selected place of residence in Great Britain.

350 Attention of all ranks proceeding on leave or furlough to Great Britain is drawn to the pamphlet issued by the War Office regarding reduced fare concessions provided by the railway companies and certain steamship companies at home for journeys of army personnel on leave or furlough. A supply of the necessary forms will be obtained from their units by such personnel prior to their departure for embarkation.

351 For the convenience of military passengers travelling to or from Great Britain by sea in freightships or packet steamers the railway companies of Great Britain have an arrangement under which their relatives or friends travelling from London or provincial stations to Glasgow, Greenock, Birkenhead, Liverpool, Manchester, Southampton, Plymouth, Avonmouth Docks and Cardiff (General) with or to meet them can purchase return tickets first class or third class at the ordinary single fare and one third (fractions of 3d to be reckoned as 3d) upon surrender at the booking office at the time of booking of a voucher provided by the shipping company concerned on application. The tickets are available for return within five days including the day of issue and will not permit of a break of journey.

352 The above concession is also admissible to the relatives and friends of personnel embarked in transports. In this case the voucher to support the issue of railway tickets at reduced rates will be provided by the War Office. Applications for vouchers (which are not transferable) by relatives or friends of military passengers should be addressed to the Under Secretary of State (Q M G 2) the War Office, London S W 1 and should give the following particulars —

- (a) full name and address of applicant
- (b) rank, name and unit etc. of the military passenger concerned
- (c) the name of the transport in which the military passenger is arriving or departing
- (d) the stations to or from which they are proceeding
- (e) class of accommodation in which they wish to travel
- (f) the date of commencement of the journey

Disembarkation Returns

353 A disembarkation return on A F B—126 will be prepared and issued by the embarkation authority in accordance with the instructions on the form for movements of British and Indian troops within Indian limits.

Infectious Disease among Troops Travelling by Sea

354 When an infectious disease notifiable in India (information as to which is in possession of masters of transports and freightships) occurs on a transport or freightship bound for a port in India it will

be reported as early as possible to the embarkation authority by wireless. The latter will then inform the Q M G in India the D M S in India the D D M S of the command and the A D M S of the district in which the port is situated and the Port Trust authority by telegram or express letter.

355 When segregation at the port of disembarkation is considered necessary a nominal roll of contacts to be segregated will be prepared in duplicate during the voyage showing the last date of contact against each name. In the case of smallpox the rolls will show in respect of each person the last date of vaccination within five years whether it was successful and if not the last date on which a successful vaccination was obtained. If vaccination is refused the fact should be noted.

356 Where segregation at the port of disembarkation is not considered essential the following steps will be taken:

(a) Where contacts occur in units or other parties proceeding as formed bodies of troops the embarkation authority will notify (by telegram or express letter) the administrative medical officer of the area to which the party is proceeding that infectious disease has occurred in the ship on which they travelled stating the date of contact in each case and will forward a copy of the distribution order to enable contacts to be traced.

(b) In the case of small parties or individuals proceeding independently each person will be given a ship stating he is a contact and instructing him to report on arrival at his destination to his unit medical officer. The date of last contact will be stated in each case.

357 A report in duplicate of the outbreak of infectious disease will be given by the S M O of the ship to the embarkation authority who will forward one copy to the D M S in India together with the return of the sick on board and the report of the medical inspection held before disembarkation to guard against the introduction of disease.

358 On arrival at a port of a ship containing cases of infectious disease the A D M S of the district or the S M O of the station will instruct the embarkation authority as to the disposal of military personnel reporting his action to the D D M S of the command. The embarkation authority will act on the recommendation of the medical authority, notwithstanding any general instructions for the disposal of troops which may be in force.

Posting Orders

359 Posting orders for individual officers and others arriving in India are issued by Army Headquarters to the embarkation authority who is responsible for their communication to the individuals concerned.

Warrants and Travelling Allowances on Disembarkation

360 The embarkation authority will issue railway warrants and travelling allowances in accordance with Passage Regulations India to individuals entitled to conveyance from the port of disembarkation to destination in India

Claims for Losses on Board Ship

361 Forms T—282 supporting vouchers and nominal rolls for losses of stores in transports or freightships debitable to troops will be forwarded by the embarkation authority to the controller of military accounts concerned who is responsible for making necessary adjustments

Reports by Embarkation Authorities

362 Embarkation authorities at Bombay and Karachi will submit to Army Headquarters not later than the 1st April annually a report of any difficulties in trooping experienced during the preceding trooping season and any suggestions for the improvement of the trooping service

Part III—Invaliding—British Personnel

Invaliding Boards

363 Three regular invaliding medical boards will be held not later than the 15th August, 15th October and 15th December respectively. In Burma they are held not later than 1st August, 1st October and 1st December. Emergency boards will be held as required but ordinarily all cases of invaliding should have been foreseen and documents submitted to Army Headquarters by the 10th February when final berthing arrangements for the remainder of the trooping season are normally made. A copy of Movement Instructions will be placed before all medical boards on proposed invalids.

Submission of Invaliding Documents

364 Invaliding documents will be forwarded through the usual channels so as to reach Army Headquarters not later than 14 days after the date on which the board is held. Documents will be submitted earlier if possible.

365 When any patient is invalided by a medical board held after the 1st February and recommended for passage by transport or freightship the finding will be reported by telegram to the D M S in India and the Q M G in India by the O C hospital. Full details as indicated in paras 386 and 390 will be furnished. Documents will be forwarded immediately through the usual channels so as to reach Army Headquarters within 10 days of the date on which the board is held.

366 To avoid congestion at the end of the trooping season it is essential to bring as many proposed invalids as possible before medical boards in August and October. Any attempt to take account of climatic conditions with regard to the type of case and season of the year in England has been found to be valueless the advantages being outweighed by the disadvantages. It should be clearly understood that although a given case might preferably arrive in England in the spring the individual must give way to the general welfare. Retention of the majority of cases until the December boards defeats its own object and causes congestion and hardship.

Classification of Invalids

367 Invalids will be classified by medical boards as either—

- A—requiring hospital accommodation
- B—not requiring hospital accommodation

The following will always be classified as A —

- (a) mental cases
- (b) cases of pulmonary tuberculosis
- (c) cases requiring special diet

- (d) men with disabilities of arm or leg which prevent them from fetching their hammocks slinging them to the deck above, getting into and out of them and putting them away in the morning which duties are incumbent on class B cases

NOTE—Medical boards may be inclined to think that by classifying a patient as A they are doing a kindness; this in no means necessarily the case and may have the opposite effect. Accommodation for A invalids is always limited, that for P invalids is as a rule ample therefore an excess of A invalids may mean that the invalids so classified may have to be detained in India because accommodation is not available although they might have travelled in comfort and without detriment to their condition as B invalids

368 The original classification is not necessarily final as the condition of a patient may alter materially after his board has been held in which case reclassification from A to B or *vice versa* will be made by the O C hospital concerned a report being sent by telegram immediately to the D M S in India and the Q M G in India. If passage has been allotted the telegram will also be sent to the embarkation authority and to the O C British military hospital at the port

369 Medical boards will state in the board proceedings of class A invalids entitled to first or second class accommodation whether ordinary accommodation is suitable or whether hospital accommodation is essential. They will also state whether or not separate accommodation is required

370 The words 'class A' or 'class B' will in all cases be entered in large red letters on the upper right hand corner of the front page of the board proceedings

Authority for Grant of Invaliding Passages

371 The rules in Passage Regulations India governing the grant of passages for invalids have been tabulated for easy reference in Appendix J

Passages in Packet Steamers

372 The provision of packet passages for invalids is governed by Passage Regulations India. As it is difficult to obtain passages by packet steamers between February and April there is a possibility that late applicants may be detained until June. Packet steamers are in many cases less suitable for carrying invalids than transports. This applies especially to cases requiring attendance special treatment, etc and will be taken into consideration by medical boards before they recommend passages in packet steamers for invalids

373 There is great difficulty in arranging passages in packet steamers for mental and for infectious cases owing to the disinclination of shipping companies to accept such patients as passengers and the lack of suitable accommodation and attendants. Whenever possible therefore these patients will travel by transport

374. At the same time as he submits an application for packet passage for an invalid the O C hospital will in every case forward to the embarkation authority an up-to-date copy of the patient's medical case sheet (A F I 1237) under cover of an express letter.

375. Medical boards when recommending passage by packet steamers for invalids will state in the proceedings whether or not the services of the ship's surgeon are likely to be required during the voyage.

376. Passage in a vessel of the P and O S N Co will only be allotted to a mental case if the following conditions are satisfied—

- (a) the ship's surgeon is satisfied that the invalid is fit to travel,
- (b) the invalid is accompanied by two attendants who will be responsible for him,
- (c) the attendants will be under the direction of the ship's surgeon so far as the treatment of the invalid and their duties as attendants are concerned,
- (d) the invalid and attendants will submit to any directions the ship's surgeon may issue with the concurrence of the master for the safety and comfort of other passengers and themselves.

377. Details regarding admissibility of free medical attendance in packet steamers are contained in paras 141 to 148.

Applications for Passages for Invalids

378. Immediately after the holding of a medical board, the O C hospital will forward I A F M G in triplicate to the A D M S for transmission to the D D M S of the command accompanied by two copies of the proceedings of the medical board for each case.

379. I A F M G for a mental invalid will be prepared in red ink (all entries) and four copies will be forwarded.

380. When an officer of the Royal Army Medical Corps Army Dental Corps, Indian Medical Service, a member of the Military Nursing Services or Indian Medical Department is invalided by a medical board an additional copy of the board proceedings will be forwarded for the D M S in India.

381. When an officer of the Royal Army Medical Corps or Army Dental Corps or a member of Queen Alexandra's Imperial Military Nursing Service is invalided a copy of the board proceedings will be forwarded by the O C hospital direct to the D G, A M S, the War Office London, after the finding of the board has been approved.

382. The D D M S of the command, will strike out from all copies of I A F M G the names of those not approved by him and will forward them to the D M S in India, together with one copy, or more as above of the board proceedings for those cases only which

he has approved for invaliding The second copy of the board proceedings will be returned by the D D M S to the A D M S for transmission to the O C hospital All copies of board proceedings of those cases which the D D M S does not approve for invaliding will be returned through the A D M S to the O C hospital

383 I A T M G for officers (including Indian service officers) warrant officers, and their families, entitled to free passages on the medical board, other than under the provisions of Part II, will

No 3 of 1937

Paragraph 384—

After "India" in line 4 insert —

"Application for certificate A will be made immediately it is known that passage is required, by the officer concerned or his O C unit, to the C M A and P, Lahore On receipt of this application the C M A and P will issue certificate A direct to the P S T. O, as early as possible, except in cases where insufficient credit is available, when he will forward it to the Q M G in India

the balance in excess of the cost of certificate A as issued and if the invalid officer so desires and the Government of India approves to the shipping company under arrangements made by the Q M G in India and the audit officer concerned as an advance to the officer

386 Information as follows will therefore be forwarded with I A F M G or be included in the telegraphic demand for passage in case of urgency —

- (a) line by which passage is to be arranged
- (b) class and grade of accommodation
- (c) for whom accommodation is required,
- (d) whether single or return passage is required
- (e) any request as to ship or berthing
- (f) whether an advance stating amount is required when passage account is exhausted or insufficient credit remains in passage account Full reasons in support of the application for an advance will be submitted

387 In cases where passage accounts are exhausted or insufficient balance remains to pay for the passages arranged and the officer does not require or is not granted an advance to pay for passage as in para 38, passages will be arranged privately and not by the Q M G in India In such cases information regarding the ship and date of sailing will be communicated by the O C hospital to the D M S in India and the Q M G in India The former will accord sanction to the arrangements made and will ensure where necessary that the ship's surgeon is supplied by the embarkation authority with all necessary information regarding the case

374. At the same time as he submits an application for packet passage for an invalid the O C hospital will, in every case mental infectious or otherwise forward to the embarkation authority an up to date copy of the patient's medical case sheet (A F I 1237) under cover of an express letter.

375. Medical boards when recommending passages by packet steamers for invalids will state in the proceedings whether or not the services of the ship's surgeon are likely to be required during the voyage.

376. Passage in a vessel of the P and O S N Co will only be allotted to a mental case if the following conditions are satisfied—

- (a) the ship's surgeon is satisfied that the invalid is fit to travel,
- (b) the invalid is accompanied by two attendants who will be responsible for him,
- (c) the attendants will be under the direction of the ship's surgeon so far as the treatment of the invalid and their duties as attendants are concerned,
- (d) the invalid and attendants will submit to any direction the ship's surgeon may issue with the concurrence of the master for the safety and comfort of other passengers and themselves.

377. Details regarding admissibility of free medical attendance in packet steamers are contained in paras 141 to 148.

Applications for Passages for Invalids

378. Immediately after the holding of a medical board the O C hospital will forward I A F M 6 in triplicate to the A D M S for transmission to the D D M S of the command accompanied by two copies of the proceedings of the medical board for each case.

379. I A F M 6 for a mental invalid will be prepared in red ink (all entries) and four copies will be forwarded.

380. When an officer of the Royal Army Medical Corps Army Dental Corps, Indian Medical Service or a member of the Military Nursing Services or Indian Medical Department is invalided by a medical board an additional copy of the board proceedings will be forwarded for the D M S in India.

381. When an officer of the Royal Army Medical Corps or Army Dental Corps or a member of Queen Alexandra's Imperial Military Nursing Service is invalided a copy of the board proceedings will be forwarded by the O C hospital direct to the D G, A M S, the War Office London after the finding of the board has been approved.

382. The D D M S of the command, will strike out from all copies of I A F M 6 the names of those not approved by him and will forward them to the D M S in India, together with one copy, or more as above of the board proceedings for those cases only which

Allotment of Passages for Invalids

391 Allotment of passages for invalids will be notified under the orders of the Q M G in India direct to the district or independent brigade area commander concerned. The orders regarding time of arrival at the port of embarkation will be strictly adhered to.

Disposal of Invaliding Documents

392 After passage has been allotted by the Q M G in India the medical board proceedings and connected documents and one copy of I A F M G will be sent by the D M S in India to the embarkation authority. One copy of I A F M G will be returned by the D M S in India to the A D M S concerned for information and retention.

393 Medical board proceedings (A F B 179 A F A 2 I A F M 1248) and connected papers will be disposed of as detailed in the following paras. For disposal of documents of R A F personnel see para 396.

394 When an invalid travels by transport the documents will be handed by the embarkation authority to the S M O on board who will in turn hand them to the embarkation authority at the port of disembarkation.

395 If the invalid is to be admitted to hospital in Great Britain the embarkation authority at the port of disembarkation will re-address the documents to the hospital to which the invalid is sent. In other cases he will dispose of them as shown below. (For invalids not proceeding to Great Britain see para 400).

(a) Officers of the British service [except those in (b) below] and their families and army schoolmistresses Members of Q A I M N S Families of British other ranks	} To the War Office
(b) Officers of the British service holding staff appointments in India Officers of the Royal Engineers Officers of the Indian Army Departmental officers and warrant officers of Indian Army Departments and their families	
(c) British other ranks	} To the Officer in Charge

396 Medical board proceedings and connected documents of an force personnel will be sent to the O C hospital concerned if the invalid is to be admitted to hospital in Great Britain or to the R A F Embarkation Officer, Southampton for transmission to the Officer in Charge R A I Records Purlip Tisbury if he is not

397. Medical board proceedings and connected documents which are received by the embarkation authority after the invalids to whom they refer have sailed will be forwarded by post to the embarkation authority at Southampton for disposal as above

398 When an invalid officer is proceeding to Great Britain in a ship in which no military medical officer is being appointed in medical charge (see paras 141 *et seq*) his documents will be forwarded by the embarkation authority, by current mail to the embarkation authority at Southampton if the invalid is to disembark at that port or to the D D M S of the command in which the port of disembarkation is situated if he is disembarking elsewhere

399 When an invalid other than an officer is proceeding to Great Britain in a ship in which no military medical officer is being appointed in medical charge the embarkation authority will despatch his documents by current mail to the authority concerned *vide* para 395

400 If an invalid is proceeding to a dominion or colony the documents will be forwarded by the embarkation authority to the Minister of Defence of the dominion or colony concerned the patient will be furnished with a copy of the forwarding memo to enable him to inform any subsequent medical board as to their disposal

401 Should a medical board consider that an invalid other than a mental patient is likely to require treatment during the voyage such medical notes of the case as are considered necessary for the confidential information of the ship's surgeon during the voyage will be handed to him by the embarkation medical authority. These notes will be prepared and posted by the O C hospital so as to reach the embarkation medical authority three clear days before the patient is due to embark

402 When a mental patient is being embarked in a ship in which no military medical officer is being appointed in medical charge (see paras 141 *et seq*) a duplicate copy of the medical documents (A F B 187 A F I 1237) and report (if any) by the specialist in mental diseases will be sent with the patient from his station of departure and handed to the ship's surgeon as confidential documents by the embarkation authority who will obtain a receipt from the ship's surgeon and instruct him to hand the papers to the officer who receives the patient at the port of disembarkation

403 When an invalid dies in India or elects to be discharged from the service in India the medical documents will after perusal by the D M S in India be disposed of by the A D M S district or

independent brigade area concerned, or by the embarkation authority if the documents have already been received by him in accordance with para 395

Medical Documents Other than Invaliding Documents

404 The following is a list of medical documents which will accompany an invalid other than a mental invalid for the information of the medical officers through whose hands he passes. They will be handed over on I A F Z 2014. They are independent of the invaliding documents which are despatched by post to the embarkation authority by Army Headquarters —

A B 172 (Medical certificate) and

I A F M 1240 (Health certificate) and connected documents which may be—

A F B 178 (Medical history sheet)

A F I 1247 (Modified for India) (Venereal case card)

A F B 117 (Injury report)

A F I 1237 (Medical case sheet)

A F B 181 (Clinical chart)

For documents of mental patients see paras 426 *et seq*

405 These documents except I A F M 1240 will be enclosed in a sealed cover endorsed with the number rank name and unit of each individual concerned. A complete list in triplicate of the individuals will be placed in the envelop showing its contents: document by document against each man's name.

406 The embarkation authority will transmit these documents for invalids travelling by packet steamer direct to the War Office India Office or Air Ministry as the case may be.

Regimental Documents for Invalids

407 Before invalids leave their stations O C units will prepare the documents required *vide* Appendix B and forward them together with all other regimental documents to the O C hospital as laid down in Appendix C.

408 The O C hospital will place these documents with the medical documents and they will accompany the invalid to his destination unless he is proceeding by packet steamer when the embarkation authority will forward the documents by registered post to the War Office India Office or Air Ministry as necessary.

Despatch of Invalids

409 Class A invalids will invariably be despatched as sick transfers from hospital. Class B invalids will not be re-admitted to hospital for purposes of transfer, but will be detained in hospital for one night prior to departure and will be despatched as transfers from barracks treatment.

410 Invalids will be despatched to the port of embarkation in accordance with orders issued by the Q M G in India either to the hospital at the port or for direct embarkation. Normally class A invalids are sent to await embarkation in the hospital at the port and Class B invalids are despatched for direct embarkation, but in special cases this procedure may be varied. (See paras 417 *et seq*)

Notice of Despatch of Invalids to Ports

411 Before a class A invalid is despatched to the hospital at a port for admission pending embarkation a preliminary notice giving information as detailed below will be sent to the O C hospital by post so as to reach him three days before the arrival of the invalid or where time does not permit of this by telegram. This notice will also be sent in each case to the embarkation authority and if accommodation is required for families accompanying second or third class invalids to the O C transit section at the port. If a class A invalid is despatched for direct embarkation under the orders of the Q M G in India the preliminary notice will be sent to the embarkation authority.

- (a) rank and name
- (b) disability
- (c) stretcher or walking
- (d) diet
- (e) time and date of arrival
- (f) name of railway station at which invalid will arrive
- (g) if accompanied by attendant or not
- (h) details of family if any accompanying
- (i) quantity of baggage accompanying

412 Immediately after an invalid is despatched by other than troop special train information as below will be telegraphed to the embarkation authority and in the case of invalids transferred to the hospital at the port to the O C hospital —

- (a) number of class A and class B invalids despatched station date and time of arrival
- (b) whether stretcher or walking

e.g., 'seven invalids arrive Bombay Central night eight thirtyfive third and Class A four stretcher two walking two and Class B three and Maunds twentyseven Byre Brimulhosp Colaba

This telegram is not required for class B invalids who, although they leave their stations by ordinary train service join a troop special train en route to the port

Arrangements for Despatch of Invalids to Ports

413 Class A invalids including active cases of venereal disease will always be despatched by mail train. Class A invalids will be provided with lying down accommodation by rail. As C hospitals are responsible that suitable accommodation is indented for and that arrangements are made for the proper and efficient supervision of all invalids en route for embarkation

414 Class B invalids will as far as possible be despatched by troop special trains

Reception and Accommodation of Class A Invalids at Ports of Embarkation

415 Invalids transferred to hospital at the port who arrive by train will be met by the hospital authorities. If they arrive by sea they will be met by the embarkation medical authority

416 First and second class invalids unaccompanied by families, and third class invalids whether accompanied by families or not will be despatched under orders of the Q M G in India so as to arrive at the port three to five days before embarkation. Invalids will be admitted to hospital, families will be accommodated in the transit section pending embarkation

417 First and second class invalids who are accompanied by families will be despatched so as to arrive at the port on the day before embarkation. Invalids will be admitted to hospital pending embarkation, families accompanying will embark on the day of arrival at the port

418 Should a first class invalid desire to make private arrangements for accommodation at the port he will inform the O C hospital that accommodation in hospital will not be required. In such a case the invalid must understand that he will not be met on arrival and that he will be personally responsible for all arrangements until the time when he reports for embarkation

419 The O C hospital from which the invalid proceeds will be the authority to decide whether he should be permitted to make his own arrangements for accommodation at the port pending embarkation. The embarkation authority will be informed if this permission is granted in the telegram notifying the despatch of the invalid sent in accordance with para 412

420 Officers who will be accommodated in hospital at the port will wear uniform on arrival unless they are stretcher cases

421 Class A invalids for direct embarkation will be met by the embarkation medical authority

Reception and Accommodation of Class B Invalids at Ports of Embarkation

422 Class B invalids will be met on arrival at ports by embarkation authorities in the same way as fit details for embarkation

Mental Invalids

423 Mental invalids will be disposed of in accordance with Regulations for the Medical Services of the Army in India. When possible mental invalids after being invalided by medical boards will be retained in their stations until receipt of passage allotment orders from the Q M G in India

424 If it is considered necessary to transfer a mental invalid to a mental hospital mild cases will be transferred to the British Military Hospital at Colaba and those requiring close and strict supervision to the Central Hospital for Mental Diseases Yeravda pending direct embarkation under orders of the Q M G in India. Before transferring a patient to a mental hospital O C hospitals will ascertain that accommodation is available. Before a mental invalid is transferred to Colaba a reference will be made to the D D M S Southern Command

425 Mental invalids will not be despatched for direct embarkation from stations other than Colaba Poona (Yeravda) or Karachi except when considered essential by the O C hospital in which case the fact will be notified to the embarkation authority. They will usually be transferred to Colaba or Karachi prior to embarkation under orders of the Q M G in India in accordance with para 415 *et seq*

426 The following is a list of medical documents required to accompany a mental invalid —

(a) when transferred to a mental hospital pending direct embarkation —

A B 172 (Medical certificate)

I A F M 1240 (Health certificate)

I A I M 1246 etc (Reception order) if a patient is transferred to a civil mental hospital

I A I M 1244 or I A F M 1244 A (Lunacy certificates) two

A F B 183 (Detailed statement of a case of mental disability) in cases of officers and other ranks only

A I B 178 (Medical history sheet) in cases of other ranks only

and if available, any or all of the following —

A F I 1237 (Medical case sheet),

A F B 181 (Clinical chart)

A F B 117 (Injury report)

(b) when despatched for direct embarkation —

as for (a) above except reception order

These documents will be dealt with as laid down in paras 404 to 406

427 If a mental invalid is embarked in a ship in which no military medical officer is appointed in medical charge a duplicate copy of A F B 183 A F I 1237 and report if any by the specialist in mental diseases will also accompany the invalid for disposal in accordance with para 402 These will be prepared by the O C hospital from which the invalid is originally despatched

428 The undermentioned medical documents will be forwarded to the D M S in India as laid down in paras 378 *et seq* —

A F B 170 A F A 2 or I A F M 1243 (Medical board proceedings)

Report if any by the specialist in mental diseases

A F B 183 (Detailed statement of a case of mental disability) for officers and other ranks only

I A F M 6 (Nominal roll of invalids who passed the invaliding board) in quadruplicate

Other documents bearing on the case if any *e.g.* statements of witnesses etc

429 Before submitting passage applications etc for civilian mental cases a statement will be attached to the board proceedings showing what arrangements have been made for the reception of the invalids at the port of disembarkation and their subsequent disposal

430 When an officer is being invalided on account of mental disease additional copies of the medical documents (I A F M 1243 A F B 183 and I A F M 1244) will be prepared and forwarded to the district or independent brigade area commander for disposal after the findings of the board have been approved *vide* Regulations for the Medical Services of the Army in India

431 Regimental documents of mental invalids will be disposed of in the usual manner *vide* para 407

432 Medical documents of mental patients who are boarded during the non trooping season and transferred to a mental hospital to await embarkation as detailed in para 428 will be retained at the hospital at which the medical board is held and forwarded to the D M S in India in the usual manner at the commencement of the following trooping season

433 Regimental documents of mental cases who are boarded during the non trooping season and transferred to a mental hospital to await embarkation will be retained by the O C unit until passage is allotted by the Q M G in India. They will then be completed and despatched by post direct to the embarkation authority notice that this has been done being forwarded to the O C hospital file Appendixes B and C

Cases of Tuberculosis of the Lung

434 Generally the despatch of cases of tuberculosis of the lung except by transport presents the greatest difficulty owing to the unwillingness of shipping companies to accept this class of invalid. There is also difficulty in the provision of suitable accommodation.

435 Documents of such cases as may occur during the non trooping season and which it is considered should be sent home without delay will however be forwarded to Army Headquarters in the usual manner when endeavours will be made to obtain packet passages.

436 The undermentioned additional documents will be submitted with the medical board proceedings of all ranks invalided on account of tuberculosis of the lung

A F I 1220 A	}	For King's Commission ed officers and lady nurses
I A F M 1228 (if any)		
Duplicate copy of A F I 1220	}	For B O Rs
A F B 173 A		
A F I 1220 A		
I A F M 1228 (if any)		
Duplicate copy of A F I 1220	J	

Cases of Venereal Disease

437 Regulations for the Medical Services of the Army in India will be carefully complied with when individuals are invalided with venereal disease. The procedure detailed in the following paras is applicable to invalids with venereal disease proceeding with troops to all destinations ex India not only to Great Britain.

438 For purposes of embarkation venereal patients are subdivided into two categories

I—active i.e. patients in hospital

II—non active i.e.

- (a) men attending hospital
- (b) men still on the syphilis register
- (c) those under observation

439 To ensure the protection of other troops and the proper supervision and treatment of the invalids themselves men included in category I will be sent home as sick transfers.

440 On receipt of information that any man coming under category I has been included in a unit bulk allotment for any transport the O C hospital will at once inform the D M S in India and the Q M G in India by telegram giving full particulars i.e. number rank name unit transport to which allotted date due for discharge or transfer to the Army Reserve and stating that hospital accommodation will be required for the invalid en route to and on board ship. Army Headquarters will then make any necessary adjustment of hospital accommodation on board ship or passage allotment orders. Active cases of venereal disease on transfer to port for embarkation will always be despatched by mail train *vide* para 418.

441 Os C hospitals when despatching active cases of venereal disease to port for embarkation will ensure—

- (a) that they are accompanied to the port by an attendant
- (b) that adequate medical supervision and sufficient dressings are provided for the train journey
- (c) that if owing to any circumstances a patient is unfit to travel the D M S in India the Q M G in India and the embarkation authority are informed immediately by telegram

442 Men included in category II will proceed to Great Britain with drafts and no special arrangements will be made for their segregation either en route to the port or on board ship.

443 Nominal rolls in triplicate for all cases included in category I will be prepared by the O C hospital and disposed of as below —

- (a) one copy will be forwarded to the embarkation authority so as to reach him seven clear days before the date of embarkation. This copy is for information of the S M O on board
- (b) one copy will be given to the attendant,
- (c) one copy will be retained for hospital record

444 Medical and regimental documents of active venereal disease cases will be disposed of in the same way as those of other invalids *vide* paras 392 *et seq*

445 Nominal rolls in respect of men included in category II will be prepared and disposed of as in para 443 except that a copy of the nominal roll will be given to the draft conducting officer instead of to the attendant.

446 A F I 1247 (Modified for India) will be despatched by post so as to reach the embarkation authority at the same time as the nominal roll. Other medical documents will be sent to the unit (Os C units must call for them if necessary) before the man is despatched for embarkation.

Families of Other Ranks Requiring Special Accommodation on Board

447. Should a medical board in exceptional circumstances consider it essential that a husband should accompany his wife in the same cabin a definite statement to this effect will be recorded in the board proceedings with reasons and the O C hospital will state in column 17 of I A F M G that the family should be berthed in second class cabins

Conveyance to Port of Indian Service Officers recommended for Passage by Transport.

448. When in exceptional cases, a medical board recommends that an officer of the Indian service entitled to leave passage concession under Passage Regulations India, should travel by transport instead of by packet steamer, the invalid will be despatched as a sick transfer to the hospital at the port, irrespective of whether he is a class A or class B invalid

Reports of Casualties which affect Passage Allotment.

449 All casualties affecting passages applied for or allotted to invalids will be reported immediately by telegram to the D M S in India and the Q M G in India by the O C hospital

Movements of Invalids.

450 After invaliding by a medical board the movement of invalids from one station to another is prohibited except as follows —

- (a) invalids may be moved to a place of concentration under orders of the Q M G in India, prior to despatch to port for embarkation,
- (b) invalids brought to a central station to appear before a medical board will return at once to their own stations from which they will eventually proceed for embarkation
- (c) invalids fit to be moved who are boarded in the hills may be sent to the stations at which their units are located a statement to this effect being made in the last column of I A F M -G,
- (d) invalids suffering from mental disease may be transferred to a mental hospital, if considered necessary, vide para 424,
- (e) invalids may be moved when circumstances other than those detailed above render it unavoidable

On the occurrence of a move under (b) (c) (d) or (e) a report will be made by telegram to the Q M G in India, the D M S in India and the embarkation authority, full particulars being forwarded at once by letter to the same addresses

Baggage of Invalids

451 The rules in paras 276 *et seq* apply generally to baggage of all classes of passengers invalided

452 When a class A invalid is proceeding to a port of embarkation an inventory of kit and equipment in his possession will be prepared by the O C hospital at his station of departure and a receipt obtained from the senior attendant accompanying the invalid or from the invalid himself if there is no attendant. A copy of the inventory will be handed to the attendant, or to the patient who will obtain a similar receipt from the embarkation authority if proceeding for direct embarkation or from the O C hospital if transferred to a hospital *en route*. The O C hospital at the port will obtain a similar receipt from the embarkation authority. A F B 253 (Modified for India) will be used for this purpose

453 On receipt of allotment orders for warrant officers and other ranks invalided the embarkation authority will forward to the O C hospital special invalid kit labels for attachment to all items of the invalids baggage. The O C hospital will ensure that the labels are attached to all items of baggage before the invalids leave the hospital *en route* for the port

454 The O C hospital will instruct class B invalids proceeding to join a troop special train to retain possession of their kits until they report to the O C train. Should this be impracticable kits will be loaded into the brake van of the train by which the invalids proceed. On arrival at the station where they will join the troop special train the kits will be taken over from the railway authorities by the invalids themselves. Invalids will then report to the O C train who will issue instructions that all kits except sea kit bags will be loaded into the same baggage wagon

APPENDIX A

Accounts—British Troops

1 The following rules will be observed in regard to the preparation of documents and payment and issue of last pay certificates of drafts and details of British troops proceeding to Great Britain or a colonial station on transfer to a unit serving there or for discharge or transfer to the Army Reserve or on furlough. These rules apply to soldiers of the I U L as far as embarkation documents are concerned but not as regards pay documents.

2 Normally units will be allotted a number of passages for a definite transport and the probable date of embarkation will be communicated to them. A small number of men will however be ordered to the transit sections at Bombay and Karachi without orders being issued for them to sail by any particular transport (see para 246). Any men detained in hospital *en route* for embarkation will, on discharge, be ordered to join the transit section at Bombay or Karachi. B O Rs transferred to the British military hospital at Bombay for medical boards prior to invaliding will not however be considered as being detained in hospital *en route* for embarkation under this para but will remain on the strength of their units and all accounts and documents will be dealt with by the O C unit to which the men belong.

3 All personnel referred to above will be taken on the strength of the transit section to which they may be ordered and will be allotted to transports to fill last moment vacancies by the embarkation authority. Bulk allotments for these men when necessary will be made by the Q M G in India direct to Os C transit sections *vide* para 230.

4 In such cases last pay certificates will be issued by the O C unit to the O C transit section who will take the men on to his pay. All documents with the exception of A F B 127 and I A F M 1240 which will be prepared by the O C transit section will be forwarded immediately notification of such detention is received.

5 Os C British military hospitals at Colaba and Karachi will inform Os C transit sections of the dates of admission to and discharge from the hospitals under their command of all details disembarked from transports for admission to hospital or admitted to hospital after arrival at port for embarkation.

NOTE—The expressions 'O C' and 'unit' used herein include the O C transit section and 'transit section' respectively in the case of men taken into the payment of such sections.

6 The O C will pay the soldier the amount due to him up to and for the date preceding embarkation but where the soldier's account is Rs 30 or more in credit, the whole or any portion of such credit may be remitted by means of I A F A 602 if the soldier so desires.

7 Pay for the standard voyage period (22 days for draft and details proceeding to Great Britain) will be shown as credit balance in the last pay certificate and remitted on I A F A 602. For other standard voyage period see Appendix N.

8 A F N 1511—The soldiers' accounts will then be made up to and for the date preceding embarkation and A F N 1511 (in duplicate) will be completed to show the net debit balance only if any. Credit balance will not be shown on A F N 1511 and the certificate of payment will state only the date up to which actual payment has been made in India. This date will be the last preceding that of the embarkation of the men. The certificate will be amended to read as follows—

Certified that the nett rates of pay entered in column 2 are correct that the soldiers have been paid in India up to and including the day of 19 and that pay for the voyage period has been credited in the pay accounts and remitted home on I A F A 602.

A separate A F N 1511 marked in red ink VOCATIONAL TRAINING will be prepared for soldiers who have been selected for a course of vocational training in India. Should there be two or more soldiers proceeding from the same company etc. their names and pay roll particulars may be shown on the same A F N 1511.

9 I A F A 443 and I A F A 444 will be prepared after taking into account all sums remitted home by means of I A F A 602, all sums paid to the soldier and all sums earned by him up to and including the date preceding embarkation and will be forwarded on the same day as A F N 1511 is despatched to the embarkation authority either direct or via the draft conducting officer to the controller of military accounts concerned for countersignature and transmission to the regimental or colonial paymaster.

A separate L P C will be prepared in respect of each soldier proceeding to Great Britain for vocational training.

10 In cases in which the date of embarkation of a soldier is altered the following procedure will be observed—

- (a) If the alteration takes place before the soldier leaves his unit documents already issued will be cancelled and the cancellation intimated to the officers to whom the documents were issued. Fresh documents will be prepared when the soldier eventually leaves his unit.
- (b) If the soldier has left his unit but has not sailed the O C hospital or other unit en route in which the soldier is detained will at once report this fact to the soldier's unit and the embarkation authority. The O C unit will inform the controller of military accounts concerned with a view to holding back the net debit documents—

I A F A -443, I A F A -444, etc.—pending information regarding his progress. The embarkation authority will delete his name from the A F B 127 and A F N 1511* received by him in which it appears and note against the name the reason for deletion. He will also forward any necessary correction to Troopers London by cable. The O C the soldier's unit and the O C transit section will be informed of the date on which the soldier resumes his journey to the port, and a last pay certificate will be issued to the O C transit section into whose payment the man is taken vide para 2 above. On this being done the original documents should be cancelled as prescribed in (a) above.

This procedure will also apply in the case of men detained in an emergency rest camp en route to a port of embarkation, last pay certificates being issued to the O C transit section.

Detailed orders are contained in Appendix B.

11. The Government of India have authorised the issue of voyage pay in advance to British soldiers other than furlough details proceeding *ex* India when no officer available for duty is travelling in the ship and consequently no arrangements can be made to pay them weekly on board.

* Note.—If sent direct to the embarkation authority. If with a draft conducting officer, he will make necessary amendment.

APPENDIX B

Instructions regarding preparation of A F B -127

Instructions for Os O units (and Os U transit sections for personnel taken into their payment) regarding forms to be prepared by them for warrant officers and soldiers proceeding overseas

Instructions regarding the assembly of documents for despatch as contained in Appendix O

Preparation of A F B 127

1 A F B 127 is available in two sizes large and small. The small size is suitable for small parties or single individuals. The large size will be used only when the small size is not suitable. Both sizes are available as required therefore manuscript or offset copies will not be submitted.

2 The form is not required for first class passengers.

3 A F B 127 submitted to embarkation authorities must be legible.

4 Amendments to A F B 127 Preliminary (see Table below) will be made by memorandum unless amendments are numerous when a revised form will be submitted. Amendments will not be notified through unit orders.

5 Amendments to A F B 127 Final (see Table below) will be made only by substitution of a revised form except where it is desired to amend a typing error.

6 A F B 127 will be submitted unaccompanied by forwarding memoranda unit orders requests for acknowledgment etc. Embarkation authorities will not acknowledge receipt of A F B 127.

7 I U L ranks remanded to units for discharge will be shown on A F B 127 prepared by the units to which they are remanded.

8 When minors are unaccompanied by a parent the name of the person on board ship in whose charge they will be placed for the period of the voyage and also the name and address of the parent or guardian in Great Britain to whom the minor is being sent and whether or not the minor is being met at the port of disembarkation will be stated in all copies of A F B 127.

9 All entries on A F B 127 will be allotted serial numbers which will be entered in column 1 of the form. A new series will be commenced for each heading for each transport or freightship e.g. H T Somersetshire ex Bombar 14/11/1937—

Heading A	1 to 20
Heading B	1 to 6
Heading C	1 to 4
Heading D	1 to 8

and etc., Headings as laid down in King's Regulations, will be checked carefully

10. Separate forms will always be used for personnel of different units or corps, and for second and third class, including troopdeck, passengers of the same unit. Separate forms will always be used for class A invalids and individuals accompanying them. Subject to this, all passengers of the same class and unit, even though proceeding home under different headings, will be shown on the same form, a line being drawn after the entries under each heading, allowing room for future additions

11. A F B -127 for soldiers suffering from venereal disease who are despatched to Great Britain as invalids will show in column 9 the heading under which they would have been despatched had they not been invalided, in addition to heading D

12. Addresses in Great Britain must always be included and will be typed or written in capital letters to ensure legibility. This information is required by the home authorities in connection with rail arrangements on disembarkation

13. Serial numbers allotted to vocational training details by Army Headquarters will invariably be shown against such details in column 10

14. When an individual is issued with I A F T -1784 a remark to this effect, showing the scale of baggage authorised, will be inserted against his name, in column 10 of each copy of A F B 127

15. Soldiers proceeding for vocational training or for tours of duty at regimental depots will be shown as heading J

16. Column A on the reverse of A F B -127 will always be completed and signed by the O C unit before despatch to the embarkation authority

17. Information will be furnished in the remarks column of A F B 127 of class A invalids, as to whether they are mental or tuberculosis cases

18. Information regarding the number of copies of A F B 127 to be prepared, and instructions for their disposal are contained in the following Table

1	Category	2	3	4	5
		Document	No of Copies	Disposal	Remarks
(i) Warrant officers, N C Os and men other than furlough details, invalids mental cases, convicts, military prisoners and soldiers undergoing sentences of detention	1	A F B 127 Preliminary	2	One copy to unit accountant One copy to embarkation authority concerned	Will be prepared and despatched to the embarkation authority concerned as soon as the allotment of passage is received. Copies will be marked 'preliminary' and forwarded by ordinary post
	2	A F B 127	5	To be handed to the officer in charge of the draft or in the case of drafts or details reporting at the port of embarkation, to the embarkation staff officer concerned	Will be prepared immediately prior to despatch of draft. If for any reason individuals or families shown on any particular form have at the last moment to be despatched separately to the port ahead of the other persons shown on the same form they will be given one of the 5 copies of A F B 127 already prepared with instructions to hand it to the embarkation staff officer at the port in support of their embarkation. No extra form will be required next day
	3	A F N 1511	1	To be handed to the officer in charge of the draft, or in the case of drafts or details reporting at the port of embarkation, to the embarkation staff officer concerned	A F N 1511 will be prepared by the officer commanding an unit account and in accordance with the instructions given in the form

1	I A F A 447 or I A F A 444 (Last Pay Certificate)	1	Forwarded to the district controller of military accounts for countersignature and transmission to the home pay master on the same date as A F N 1511 is despatched	The debit balance (if any) must agree with the balance shown on A F N 1511
2	I A F A 602 (Re- mittance from India)	2	Forwarded to the district controller of military accounts with the last pay certificate	This form is only required when the last pay certificate shows a credit balance
3	I A F T 1734	1	Only required in the case of the indivi- duals specified on the reverse of the form. See also paras 347 and 348	
7	I A F M 1240	1	To be handed to the individual if travel- ling alone or to the draft conducting officer if with a draft. On arrival at the port, will be handed to the em- barkation medical officer	Will be prepared not more than three days before embarkation. Separate forms are required for individuals travelling alone. Composite forms may be prepared for men drafted from the same unit.
1	I A F R 127 Pro liminary	2	One copy to the unit accountant On copy to the embarkation authority concerned	As for (1) 1 above
2	I A F B 127	3	Will be handed to the officer in charge of the draft or in the case of drafts on individuals reporting at the port, to the embarkation staff officer con- cerned	As for (1) 2 above
3	I A F A 441 (Last Pay Certificate)	1	Will be despatched at the same time as the soldier leaves his unit, to the dis- trict controller of military accounts for countersignature and transmission to the India Office	Will be prepared by the unit accountant and signed by the O unit. Any advance of pay that has been made under Pay and Allowance Regulations for the Army in India, Part II, must be shown on the last pay certificate. The soldier's attention will be drawn to the fact that he is entitled to draw this advance. All furlough details will be informed that pay while on leave in Great Britain is issuable by the India Office in arrears, on the first day of each month for the previous month.

(11) All furlough de-
tails including war-
rent officers.

1	2	3	4	5
Category	Document	No of Copies	Disposal	Remarks
Invalide class A and active V D cases including warrant officers	4 I A F L 1173 5 I A F L 1174	1 3	Will be given to furlough details Original to be retained for record purposes in India second copy to be handed to furlough detail and third copy to be submitted to the India Office As for (s) 7 above As for (s) 1 above One copy to the O C hospital concerned Five copies by post to the embarkation authority Will be sent to the O C hospital from which the man is invalided with a Government cheque or if T R for the amount payable to date preceding embarkation For disposal see Appendices C and F As for (s) 4 and 15 above	Os C units and local heads of departments will sign I A F L 1174 as the embarkation authority and para 3 an 16 of the form As for (s) 7 above As for (s) 1 above Will be prepared and despatched immediately the date of embarkation is known I A F L 1174 will be returned to the issuing unit immediately payment is made
	6 I A F M 1240	1		
	1 A F B 127 Primary 2 A F B 127	2 6		
	3 I A F A 33	1	As for (s) 4 and 15 above	Will be prepared after tallying into account the amount remitted to the O C hospital with I A F L 1173 If this amount is undischarged or partly discharged amended I A F L 443 and 602 will be issued immediately information to this effect is received from the O C hospital As for (s) 7 above
	4 I A F A 443	1 2		
	5 I A F A 602			
	6 A F N 1211	2		
	7 I A F M 1240	1		

(a) Invalids including officers	class B, warrant	1 A F B 127 Preliminary	2	As for (s) 1 above	As for (s) 1 above
		2 A F B 127	6	All copies to the O C hospital concerned who will pass five copies to the officer in charge of the draft if the invalid is travelling with a draft or will send them to the embarkation authority if he is not	Will be prepared and despatched immediately the date of embarkation is known
		7 I A F A 33 4 I A F A 443 5 I A F A 602 6 A F N 1511	1 1 2 2	As for (iii) 3 above As for (s) 4 and 5 above	As for (iii) 3 above As for (iii) 4 and 5 above
(c) Mental cases		7 I A F M 1210 1 A F B 197 Preliminary 2 A F B 127	1 2 6	Will be handed over to the draft conducting officer if the invalid is travelling with a draft or sent to the embarkation authority if he is not	As for (s) 7 above As for (s) 1 above
		3 I A F A 433 4 A F O 1625 (Non-effective Account) 5 I A F A 701 (Casualty Return)	1 2 2	One copy to the O C hospital or asylum concerned. Five copies by registered post to the embarkation authority	Will be prepared and despatched immediately the date of embarkation is known. An entry that the person is a mental case will be included in the remarks column
		6 A F N 1511 7 I A F M 1210	1 1	Will be forwarded to the district controller of military accounts for disposal as soon as the date fixed for embarkation is known	Will be prepared after taking into account the amount remitted to the O C hospital or asylum with I A F A 23. If this amount is undebursed or partly disbursed amended I A F A 443 A F O 1625 and I A F A 701 will be issued immediately information to this effect is received from the O C hospital or asylum
				Will be sent by the unit to the embarkation authority	As for (s) 7 above

1	2	3	4	5
Category	Document	No of Copies	Disposal	Remarks
(11) Convicts military and soldiers undergoing sentences of detention	1 A 1 B 127 Pro liminary 2 A 1 B 127	2 } 5 }	As for (i) above Will be handed over to the N C O in charge of escort	When sentence is being served in the military prison or in a detention barrack these forms will be prepared and submitted by the superintendent concerned who will insert in the remarks column— (a) whether the soldier under sentence is a convict, military prisoner, or undergoing a sentence of detention, (b) the date on which the soldier's sentence will expire provided he earns full remission from date of transfer from the military prison or detention barrack in India When sentence is being served in a barrack detention room these forms will be prepared and submitted by the O C unit who will add the information required regarding the date on which the soldier's sentence will expire Non effective account is not necessary in cases in which the sentence expires before enlistment or during the voyage. In such cases only last pay need be submitted. As for (i) 7 above
	3 A F O 1625 (Non effective Account) 4 I A F A 701 (Casualty Return)	2 } 2 }	Will be forwarded by the unit to the district controller of military accounts for disposal as soon as the date of em-barkation is known	
	5 I A F M 1240	1	As for (i) 7 above	

(iii) Soldiers proceeding overseas at their own expense	1 A F B 127	3	One copy to the unit accountant Two copies to the embarkation authority	As for (i) 7 above
(iii) Overseas sons of first or second class passengers provided with payment troop deck or second class passages	2 I A F M 1210 1 A F B 127	1 3	As for (i) 7 above Will be forwarded to the embarkation authority	
Normal roll of personnel proceeding showing the number of blanks to be handed in at the port by each individual		3	One copy to the or lance officer at the port Two copies to the draft conducting officer or in the case of individuals proceeding independently to the individuals concerned in the case of an aide to the hospital from which they are dispatched	To be prepared in manuscript at the same time as the preliminary A F B 127 (See para 211)

Required for all personnel (except first class passengers and furlough details) but including warrant officers

See Appendix F

APPENDIX C.

Instructions regarding despatch of documents by units and British Military Hospitals, and Conveyance of Documents to the Port of Embarkation.

1 Documents of troops other than invalids, mental cases or convicts are divided into —

- (a) preliminary returns,
- (b) journey documents—documents required for use on the journey to the port of embarkation,
- (c) voyage documents—documents required on board ship,
- (d) other Regimental documents—documents for transfer to destination and not required throughout the voyage

2 Preliminary returns will be forwarded by ordinary post

3 Journey documents are—

- (a) A F B -127 in quintuplicate,
- (b) A I N -1511 in duplicate
- (c) I A F M -1240,
- (d) nominal rolls *re* ordnance stores (see para 271 and Appendices B and F)

4. These documents are to be placed together in one envelope marked 'journey documents' with the contents endorsed on the outside

5. A Fs N -1511 will be arranged separately from A I's B -127, but in the same order as the names appear in the A Fs B -127, to facilitate check by the draft conducting officer

6. A Fs N 1511 are not required for soldiers proceeding on furlough, category F, soldiers of the I U L, or soldiers proceeding overseas having received their discharge in India,

7. A Fs N -1511 for class A and class III invalids proceeding direct to port will be sent to the embarkation authority concerned. A Fs N 1511 for class B invalids travelling to port with drafts will be handed to the officer conducting the draft to which the invalid is attached

8 Voyage documents are—

- (a) A F B 120—regimental conduct sheet,
- (b) A I B -121—company conduct sheet,
- (c) A F B -178—medical history sheet,
- (d) A F I 5033—dental chart

9. These documents will be placed in an envelope marked 'voyage documents—not to be opened until after embarkation' with the contents endorsed on the outside. None of these documents are required for soldiers proceeding on furlough, category F.

10. Units will pack all other regimental documents, including A F B 278, together with one copy of A F B 198 prepared ready for receipt, not required on the voyage, in sealed packages addressed to destination and clearly endorsed with the contents and with the numbers, ranks, names and unit of the personnel concerned. These packages need not normally be opened at all until after disembarkation.

11. Documents will not be packed in boxes as this leads to delay in disposal of men due for discharge, etc., on arrival in Great Britain.

12. I A F Z-2014 will be used for forwarding and receipt voucher for all 'voyage' and 'other regimental documents'. Sufficient copies of I A F Z 2014 will be prepared by the unit or hospital despatching the individual or draft to enable one receipted copy to be retained by each officer who has to hand over the documents. Thus —

1st copy, original goes all the way with the documents,

2nd copy is signed and given back to the unit or hospital by the individual 'A' to whom the documents are delivered in the first place,

3rd copy, is signed by draft conducting officer 'B' who takes over the documents at the draft collecting centre, or en route to the port, and given to 'A',

4th copy, is signed by the draft conducting officer or senior medical officer, or his representative) taking over at the port and given to 'B'. An additional copy will be signed by the senior medical officer in the case of invalids and given to the embarkation medical officer for record at the port.

13. Therefore when a draft conducting officer goes right through from unit to Great Britain only two copies of I A F Z 2014 are required for fit details and three copies for invalids. Where individuals or small parties are to join a draft at a draft collecting centre, or in a train three copies are required for fit personnel and four copies for invalids. Where the original draft conducting officer has to hand over to another draft conducting officer en route to or at a port, one extra copy is required.

14. Entries in I A F Z 2014 will be made on the following lines —

One sealed packet—Medical history sheets of 55 men and conduct sheets of 56 men, as enumerated on envelopes. The medical history sheet of No 4312857 Pte I J Johnson will be posted direct to Great Britain.

Three sealed packets—regimental documents of 56 men proceeding to Great Britain—all particulars on envelopes.

15 A F B 127 A F N 1511 and I A F M 1240 will not be included on I A F Z 2014

16 All documents of men proceeding to Bombay or Karachi to join transit sections to await embarkation for Great Britain will be despatched simultaneously with the men to the O C transit section concerned

17 On receipt of definite allotment of passages for invalid units will prepare and dispose of preliminary A F B 127 in accordance with Appendix B

18 All other documents required vide Appendix B will be prepared and will be despatched together with existing documentary documents in the first place to the O C British military hospital concerned sorted and enclosed in the manner indicated above

19 The O C British military hospital will—

- (a) check A F B 127 against the personnel actually for leave patch
- (b) disburse any monies received complete I A F A 33 and return it to the unit concerned In no circumstances will cheques for money due to invalids be sent to the embarkation authority for payment nor will money other than that authorised for payment on I A F A 33 be disbursed by the hospital
- (c) retain one copy of A F B 127 for his own use
- (d) pass to the draft conducting officer—
 - (i) five copies of A F B 127
 - (ii) sealed envelope containing conduct sheets particulars of the men concerned to be shown on the envelope with the number of sheets against each man's name
 - (iii) one copy of I A F M 1240 for each man and medical documents mentioned in para 404
 - (iv) sealed packet containing all other regimental documents

20 Items (ii) (iii) and (iv) above will be shown on I A F Z 2014 as for fit men but as the envelope containing item (iii) has to be opened and the contents checked by the first medical officer taking over a complete list in triplicate of the men concerned will be placed inside the envelope showing the contents of the envelope document by document against each man's name

21 Documents of mental cases will be dealt with on similar lines to those of other invalids but see Appendix B item (v) of the Table

22 For disposal of documents of convicts see Appendix B item (vi) of the Table

23 When documents are transferred draft conducting officers will open the envelope containing A F N 1511, check the forms against A F B 127 including those for invalids and sign for both Medical officers will also open the envelope containing medical documents check and sign for them The remaining sealed envelopes and packages will be signed for as sealed packages only as they will not be opened before embarkation

APPENDIX D.**Instructions for Officers Commanding Drafts or Details**

1 The following instructions apply to officers who are placed in charge of drafts or details for the whole or part of a journey from a station in India to a port of embarkation or station outside India and all such officers will be held responsible that these instructions are complied with

2 An officer commanding a draft or details leaving a station in India for a port of embarkation or who takes over a draft or details *en route* to or at Bombay or Karachi will ensure that he receives the documents enumerated in Appendix C for the personnel of his draft

3 Instructions regarding the payment of troops on board ship and the final disposal of A F N 1511 etc are issued direct to Os C troops on board

4 Should a soldier on arrival at a port be forbidden for medical or other reasons to embark the draft conducting officer concerned will collect the kit and documents of the detained man and hand them over to the embarkation authority

APPENDIX E

Instructions Regarding Invalids and Mental Cases

1 For classification of invalids see para 367

2 Immediately intimation is received by O C hospitals that passages have been allotted for invalids they will send a notification to O C units concerned stating—

(a) whether the invalid is class A or class B (if the invalid is a mental patient this should be stated e.g. class A mental)

(b) the date of sailing

(c) the name of the transport or other ship

(d) the date by which the invalids A F B 127 pay documents etc and I A F A 33 accompanied by a cheque or R T R for the amount payable to the date preceding sailing should reach the hospital from which the invalid is proceeding

3 No other documents will be sent in the envelope which contains I A F A 33 and cheques or R T Rs

4 Should the O C hospital consider that an invalid should not receive a cash payment before proceeding for embarkation or should the invalid himself desire to remit home the whole or any portion of his credit balance provided that such balance is not less than rupees thirty the O C hospital will inform the O C unit accordingly in order that any credit balance may be remitted to the home pay master

5 When regulating the pay and allowances of class B invalids unit accountants must clearly understand that they are to be treated as ordinary home going details

6 Payments made in hospital will be entered in I A F A 33 by the officer who makes the payment. When the final payment is made the form will immediately be returned to the O C unit. If any amount remains undisbursed in I A F A 33 the fact will be clearly indicated. No payments other than those authorised in I A F A 33 will be made by O C hospitals.

7 Original and duplicate copies of A F N 1511 will be handed to the medical or other officer conducting the invalids concerned to the port of embarkation and his receipt obtained. When an invalid proceeds direct to port his A F N 1511 will be sent to the embarkation authority concerned.

8 If an invalid having been despatched to the port of embarkation is detained at another hospital *en route* the O C the latter hospital will take action as indicated in Appendix A para 10 (b)

9. When passages are allotted for mental cases a copy of the intimation sent to the hospital for mental diseases concerned will also be sent by the Q. M. G. in India, by telegram if necessary, to the O. C. the soldier's unit, in order that an intimation may be sent to the command paymaster for ultimate settlement of the soldier's accounts. A. F. N.-1511 will be sent to the embarkation authority concerned and not to the O. C. hospital.

10. Non-effective accounts will be issued for mental cases in addition to last pay certificates.

11. In the case of mental invalids passing through the British military hospital, Colaba, Bombay, the procedure will be as indicated in paras. 2 and 11 above. Any cash considered necessary by the O. C. hospital, to meet expenses on the journey to the port of embarkation, will be entered on A. F. B.-253 and accounted for by the officer or N. C. O. in charge of the invalid's effects on the journey.

APPENDIX F.

Form for nominal Rolls required vide paragraph 271 and Appendix B,
last Item of Table

To

The Ordnance Officer,

Ordnance Depot Fort Bombay/Draigh Poid (Sind)

Certified that the undermentioned are in possession of and have
been warned to hand in their blankets at the port of embarkation in
accordance with Clothing Regulations India

Sailing Per $\frac{H T}{\square \square}$

$\frac{ex\ Bombay}{ex\ Karachi}$ on

Army Number	Rank and Name	Number of Blankets	Remarks

No

Signature—

Date

Commanding

NOTE 1 —Only those to be shown who are being transferred from the Indian Establishment excluding Queen's Army Schoolmistresses and families

Separate rolls to be prepared for class A and class B invalids

NOTE 2 —One copy to be sent to the ordnance officer at the address given above at the same time as A T B 127 preliminary is forwarded to the embarkation authority

Two copies amended to date to be handed to the draft conducting officer senior warrant officer non commissioned officer or detail of the unit for landing to the ordnance officer on the quayside

APPENDIX G.

Accommodation of Families in Great Britain

War Office letter No 119/General/410 (Q M G 1) dated the 11th April 1927 is reproduced below for the information and guidance of all concerned

I am directed by the Army Council to refer to War Office letter No 120/General/9609 (Q M G 1) dated the 1st October 1925 on the subject of warning married quarters roll personnel returning home and to say that owing to the shortage both of married quarters and of lodgings at many stations they should make precautionary arrangements for sending their families to their relations in order to avoid difficulties and discomfort at the port of disembarkation

I am to say that cases have occurred subsequent to that letter, of families landing in this country not only confident of obtaining quarters but in some cases with the actual assurance from the overseas command that quarters would be available. In these circumstances the Council consider it advisable to repeat their request that publicity should be given in communal orders to the following considerations and to suggest that it would be advisable especially before each troopng season to repeat the warning and to ensure that it reaches all ranks

(i) N C Os and men returning to Great Britain for discharge or transfer to the Reserve should realise that the housing shortage is still so acute that lodgings are not easy to obtain. They are therefore advised to make timely arrangements for their accommodation on landing.

(ii) N C Os and men returning on posting to the Home Establishment to attend courses of instruction or for any other reason involving continuance in the service in this country must be warned that it is by no means certain that quarters will be available and since lodgings are difficult to obtain it is most advisable that alternative arrangements should be made in good time for the accommodation of their family either with relations or at any other selected place of residence.

(iii) No soldier serving overseas is entitled to public quarters in Great Britain for his family. Soldiers whose families are returning unaccompanied should therefore be warned to make early arrangements for the accommodation of their families at their selected places of residence.

2 If in any individual case it is considered very desirable that public accommodation should be provided for the family on arrival at home an application giving the reasons for which such special treatment is recommended should be submitted to the War Office as soon as the requirement can be foreseen. Every effort will then be made to find suitable quarters but no guarantee can be given that they will be forthcoming.

Notification of any such requirement for an unaccompanied family must reach the War Office at least a fortnight (possibly longer) before the arrival of the family in Great Britain.

APPENDIX H

(Referred to in Paragraph 338)

Customs Regulations—Great Britain—H. M. Customs and Excise—
Notice to Passengers.

All goods acquired abroad or during the voyage, however small the quantity may be and whether carried on the person or otherwise and whether or not they have been worn or used, must be declared, and produced on demand to the Customs Officer who examines the baggage. In any case of doubt whether an article should be declared the Customs Officer should be consulted.

In practice passengers may be allowed to retain small quantities of dutiable goods without payment of the duty, provided that the goods are duly declared and produced to the Customs Officer. This concession is liable at any time or in any circumstances to be withheld or modified, and it does not apply to dutiable goods in registered baggage examined elsewhere than at the port of landing, or in unaccompanied baggage.

The importation of certain goods is prohibited or restricted, and no prohibited article, however small the quantity, will be permitted to be imported.

The penalties for smuggling and for evading prohibitions of importation are severe. An attempt to bribe a Customs Officer renders the offender liable to a penalty of £200.

The Customs Officer may require all packages of baggage to be opened for his inspection, and the responsibility for opening unpacking and repacking the packages rests with the passenger or his agent.

Through baggage.—Passengers en route to destinations outside Great Britain or Northern Ireland may on application deposit the duty on dutiable articles retained in their possession for consumption outside Great Britain or Northern Ireland. In that case the duty is recoverable at the appropriate port or place of departure on production of the articles and the receipt for the deposit. This procedure is conditional on proper declaration of the goods.

The principal dutiable articles ordinarily carried by passengers are —

Tobacco including cigars, cigarettes and snuff

Spirits and articles containing spirits, liqueurs, bay rum and wine

Toilet requisites and preparations of all kinds including perfume, toilet waters, soap, powder, etc

Silk and artificial silk in all forms, including articles wholly or partly made therewith

Wearing apparel of all kinds, including hats, gloves and shoes

Woolen, linen and cotton goods of all descriptions

- Leather goods of all kinds
 Clocks chronometers watches and their component parts
 Jewellery goldsmiths and silversmiths ware including platinum ware
 Cameras held and opera glasses binoculars telescopes and optical glasses
 Musical instruments and their accessories and component parts including gramophones and gramophone records
 Wireless sets and valves
 Cinematograph films
 Motor cars motor cycles pedal cycles and their accessories and component parts
 Cutlery including knives scissors razors and safety razors
 Typewriters
 Tea coffee chicory cocoa and chocolate
 Sugar and goods containing sugar saccharin and similar substances
 Matches mechanical lighters playing cards
 Dried fruit household articles of all descriptions
 The principal articles prohibited or restricted are —
 All merchandise imported in baggage
 Extracts of coffee chicory and tobacco
 Foreign repunts of registered copyright works including music
 Dogs and other canine animals and cats except from the Channel Islands and the Irish Free State and muskrats and parrots must not be landed except under licence issued by the competent authority and in accordance with the terms of that licence
 Arms ammunition and explosives These are not allowed to be imported except under licence issued by the competent authority
 Prepared opium hashish and benzoyl morphine
 Cocaine morphine eegonine diacetylmorphine (heroin) dihydrooxycodanone (eucodal) dihydro codeinone (diacodide) Indian hemp coca leaves and raw or medicinal opium These are not allowed to be imported except under a licence issued by the competent authority
 Plumage with certain exceptions which include plumage bona fide intended and reasonably acquired as part of the wearing apparel for the personal use of the passenger
 Plate

Further information can be obtained from the Secretary Customs House London F C H

APPENDIX J.

Statement showing the Rules in Passage Regulations, India, Governing the Grant of Invalid Passages

(References are to P R I unless otherwise stated)

Serial No	Class of Invalid	Passage admissible	Paragraph of P R I
1	Officers of the British and Indian services who are not entitled to passage concessions under Appendices A and AA (Part II)	Ordinary invalid passage	202 (c)
		When invalided for preservation of life	187 (1) (a)
2	King's commissioned officers other than those entitled to leave passage concessions	On being declared insane	191 (1) (a)
3	The family of a general or an officer entitled to conveyance under para 202 (c)	Ordinary invalid passage	230
4	Family of a British service officer [other than an officer entitled to leave passage concessions under Appendix AA (Part II)] and attendants	When invalided for preservation of life or for very urgent and grave reasons of health	231
5	Families of British service officers serving on the Indian Establishment	Advance passages admissible during a trooping season when invalided otherwise than for preservation of life	227—I (a).
6	Indian service officers of non Asiatic domicile as defined in R A I (other than departmental commissioned officers) and their families	Entitled to leave passage concessions Where medical board certifies that an attendant is necessary the cost of passage of such attendant will be borne by the State unless the attendant is a member of the officer's family entitled to passage concessions (vide paragraph 333)	Appx A

APPENDICES

Serial No	Class of Invalid	Passage admissible	Paragraph of P R I
7	Officers of the Royal Engineers, Royal Corps of Signals, Mountain Artillery, and the Military Adviser and Assistant Military Advisers Indian State Artillery, Royal Artillery officers serving with the Survey Section Royal Artillery (India) and Royal Artillery officers seconded for service with the Indian Regiment of Artillery including the Indian Artillery Training Battery at the Royal Artillery Training Centre — (a) those who have not earned an Indian pension, and their families (b) those who have qualified for an Indian pension and their families		See Appx AA, Part I See Appx A and Appx AA Part II
8	Officers subject to leave passage concessions when invalidated as a result of field service, or service under conditions approximating to those encountered on field service		See 187 (v)
9	Lady nurses	Ordinary invalid passage When invalidated for preservation of life On being declared insane	262 (j) 187 (i) (b) 191 (i) (c)
10	Departmental commissioned and warrant officers	Ordinary invalid passage When invalidated for preservation of life On being declared insane	241 (k) 187 (i) (c) 191 (i) (b)
11	Family of a departmental officer of the commissary class	When invalidated for preservation of life	187 (i) (c)
12	Family of a departmental warrant officer	Ordinary invalid passage When invalidated for preservation of life	*256 A 187 (i) (c)
13	Army School Mistress	Ordinary invalid passage When invalidated for preservation of life On being declared insane	274 (j) 187 (i) (c) 191 (i) (d)

*Only applicable to the invalids of the Army School Mistress and Army School Mistress.

APPENDICES

Serial No	Class of Invalid	Passage admissible	Paragraph of P R I
14	British soldiers	Ordinary invalid passage When invalided for preservation of life On being declared insane When accompanying their invalided families on the recommendation of a medical board	279 (m) 187 (i) (d) 191 (i) (e) 279 (o)
15	Family of a British soldier	Ordinary invalid passage When invalided for preservation of life On being declared insane	294 187 (i) (d) 191 (i) (f)
16	British soldier of the I U L	Ordinary invalid passage When invalided for preservation of life On being declared insane	281 187 (i) (d) 191 (i) (e)
17	Family of a British soldier of the I U L	Ordinary invalid passage When invalided for preservation of life On being declared insane	294 187 (i) (d) 191 (i) (f)
18	Individuals not entitled to conveyance	Indulgence passage	See Movement Instructions India paras 178 to 188 and Appx K
19	Attendants for sick invalids and cases of mental disease		333 to 336
20	Private nurses	When accompanying an officers' family not entitled to passage concessions under Appendices A or AA Part II	345

NOTE.—As regards the admissibility of passage by packet vessel when not invalided for preservation of life, see Passage Regulations, India, paragraph 31

APPENDIX K

(Referred to in paragraph 179)

Individuals eligible for the Grant of Indulgence Passages

1 Individuals entitled to leave passage concessions under either Civil or Military Rules and their families are eligible for the grant of indulgence passages. Indian service officers entitled to leave passage concessions and British service officers governed by Passage Regulations India Appendix A1 Part II and their families may however be granted indulgence passages between India and Far East ports provided that transport accommodation is available.

2 Individuals who are eligible for the grant of indulgence passages and the order of precedence in which such passages are to be allotted in normal circumstances are shown below.

3 An ex-soldier or military pensioner is eligible for the class of accommodation to which the rank held by him on leaving the army entitles him or in the case of those serving Government in a civil capacity to the accommodation to which he is entitled by virtue of his civil appointment.

4 First class —

- (i) British service officers proceeding home on resigning the service and their families when conveyance is recommended on financial grounds.
- (ii) Lady nurses of the Military Nursing Service.
- (iii) Quartermasters and Departmental commissioned officers and their families.
- (iv) British service officers in military employ and their families.
- (v) British service officers below the rank of Major in civil employ and their families.
- (vi) Families of Chaplains not entitled to leave concessions appointed for duty in transports.
- (vii) Other non I E E chaplains and their families.
- (viii) Civilians employed by the Army R A F or R I N who are eligible for first class accommodation.
- (ix) Widows and unmarried daughters of British service officers who died after leaving the service.
- (x) Retired British service officers who have remained in India after leaving the service and their families.
- (xi) Lady nurses of the Lady Minto's Indian Nursing Association.

Third class —

- (i) Civilians employed by the Army R A F or R I N who are eligible for third class accommodation.
- (ii) British ex-soldiers who have remained in India after discharge.
- (iii) British ex-soldiers desirous of proceeding out of India immediately on purchasing their discharge provided their commanding officer certifies they are unable to pay for passage.

APPENDIX L

Form of application for baggage labels for suitcases of N. C Os, *vide* paragraph 303.

I

To

The Quartermaster General in India,
Army Headquarters,
Simla New Delhi

Reference Movement Instructions, Indian paragraph 303

Please forward 2 wanted on voyage labels and 2 initial letter labels for each of the undermentioned N. C Os who have been allotted passages to Great Britain (give other destination if not Great Britain) in H. T. leaving on the

Commanding

II

To

The Officer Commanding

Labels for the above mentioned are forwarded herewith

for Quartermaster General in India

* To be completed with full address by Os. C Units before submission to A. H. Q.

APPENDIX M.

(Referred to in para 317)

Rules relating to the engagement of freight for Naval, Military, Royal Air Force and Marine stores and baggage

1 Normally the P S T O is responsible for taking up all freight for Government stores ex India. In order, however, to expedite despatch and decrease clerical labour the authorities mentioned in list I below are authorised to take up freight space direct from shipping companies for the shipment of stores and baggage referred to above subject to the following conditions —

- (a) At all times of the year for consignments exceeding 50 tons the consignor will first refer to the P S T O or local S T O who will—
 - (i) accept the consignment for space available in a Government vessel or
 - (ii) instruct the consignor to deal direct with the shipping company on the normal lines or
 - (iii) where more advantageous call for full particulars and take up the freight himself
- (b) During the non trooping season the consignor will despatch all consignments of 50 tons or less by direct arrangement with the shipping company except that all consignments ex Karachi for Aden must be referred to the S T O irrespective of bulk
- (c) When it is desired to ship consignments to ports not served by lines mentioned in list II below a reference will first be made to the S T O who will authorise shipment by the most advantageous method permissible
- (d) During the non trooping season if by any chance Government space becomes available the S T O concerned must inform all shippers appearing on his monthly report and call for consignments if any available to fill the space
- (e) During the trooping season i.e. from one month previous to the date of sailing of the first transport ex India to the date of sailing of the last transport ex India consignors must in all cases first refer to the S T O who will take action as in (a) above
- (f) Freight for dangerous goods as laid down in the memorandum relating to the carriage of dangerous goods and explosives in ships issued by the Board of Trade will invariably be taken through the P S T O or S T O
- (g) Dumping of stores at sea will invariably be dealt with by the S T O

- (h) Whenever it is laid down that previous application will be made to the S T O, such application will be made on form Mnc T O 5 (Requisition for shipment) reproduced below. The S T O will then be in a position either to take up the freight himself at once or to endorse the application "deal direct with shipping company" and return it.

2. The above arrangements may be cancelled or modified at any time by the P S T O, who reserves the right to resume complete control of freight arrangements for stores and baggage to which these rules apply, if he considers it desirable to do so.

LIST I

BOMBAY

(i) Government

The Naval Store Officer, Bombay
 The Ordnance Officer, Bombay (Military)
 The Embarkation Commandant, Bombay (Military)
 The Officer in Charge, Medical Store Depot, Bombay (Quasi-Military)
 The Naval Armament Supply Officer, Bombay
 The Meteorologist, Bombay
 The Torpedo Engineer, Bombay

(ii) Private

Messrs Cox and King's Shipping Agency, Bombay
 Messrs Thomas Cook and Son, Ltd, Bombay
 Messrs Grindlay and Co Ltd, Bombay
 Army and Navy Co Operative Society, Bombay
 Messrs Mackinnon Mackenzie and Co Bombay

CALCUTTA

The Embarkation Commandant Calcutta
 The Ordnance Officer, Calcutta

KARACHI

The Sea Transport Officer, Karachi
 The Royal Air Force Port Detachment Karachi
 The Embarkation Commandant Karachi

MADRAS

The Agent for Government Consignments, Madras
 The Ordnance Officer, Madras (Military)

RANGOON

The Stores and Shipping Officer (R I A S C) Rangoon
(Military)

The Ordnance Officer Rangoon (Military)

LIST II

Recognised agencies for despatch of Government consignments to
India

BOMBAY

British India Steam Navigation Company

P & O Steam Navigation Company

The Moghul Line

Scindia Steam Navigation Company

The Asiatic Steam Navigation Company

The Anchor Line

The City and Hall Line

*Lloyd Triestino Steam Navigation Company

Merchant Steam Navigation Company

Bombay Steam Navigation Company

*Nippon Yusen Kaisha Steam Navigation Company

*The Holland British India Line

*The Osaka Shosen Kaisha Line

*Lionel Edwards Ltd

*Volkart Brothers

*F D Sassoon & Co. Ltd.

No 9 of 1937.

Appendix M, page 115, under Karachi, after Mackinnon Mackenzie and
Company, insert—

The Moghul Line

The Scindia Steam Navigation Company

The Anchor Line

The City and Hall Line

*Lloyd Triestino Steam Navigation Company

Bombay Steam Navigation Company

The Wilson Line

*Lionel Edwards Limited

Malabar Steamship Company

*Volkart

original flag worn space is

(h) Whenever it is laid down that a previous application will be made to the S T O such application will be made on form Mue 1 O 5 (Requisition for shipment) reproduced below. The S T O will then be in a position either to take up the freight himself at once or to endorse the application deal direct with shipping company and return it.

2 The above arrangements may be cancelled or modified at any time by the P M T O who reserves the right to resume complete control of freight arrangements for stores and baggage to which the rules apply if he considers it desirable to do so.

LIST I

BOMBAY

(i) Government

The Naval Store Officer Bombay

The Ordnance Officer Bombay (Military)

The Embarkation Commandant Bombay (Military)

The Officer in Charge Medical Store Depot Bombay (Quas Military)

The Naval Armament Supply Officer Bombay

The Meteorologist Bombay

The Torpedo Engineer Bombay

(ii) Private

Messrs Cox and King's Shipping Agency Bombay

Messrs Thomas Cook and Son Ltd Bombay

Messrs Grindlay and Co Ltd Bombay

Army and Navy Co-operative Society Bombay

Messrs Mackinnon Mackenzie and Co Bombay

CALCUTTA

The Embarkation Commandant Calcutta

The Ordnance Officer Calcutta

KARACHI

The Sea Transport Officer Karachi

The Royal Air Force Port Detachment Karachi

The Embarkation Commandant Karachi

MADRAS

The Agent for Government Consignments Madras

The Ordnance Officer Madras (Military)

RANGOON

The Stores and Shipping Officer (R I A S C) Rangoon
(Military)

The Ordnance Officer Rangoon (Military)

LIST II

Recognised agencies for despatch of Government consignments to
India

BOMBAY

British India Steam Navigation Company

P & O Steam Navigation Company

The Moghul Line

Seminia Steam Navigation Company

The Asiatic Steam Navigation Company

The Anchor Line

The City and Hall Line

*Lloyd Triestino Steam Navigation Company

Merchant Steam Navigation Company

Bombay Steam Navigation Company

*Nippon Yusen Kaisha Steam Navigation Company

*The Holland British India Line

*The Osaka Shosen Kaisha Line

*Lionel Edwards Ltd

Coltart Brothers

J. D. Sassoon & Co.

CALCUTTA

Jackmann Mackenzie & Co. Ltd

Turner Morrison & Co. Ltd

Indo-China S. S. & N. Co. Ltd

BATAVIA

Macmillan & Co. Ltd

SINGAPORE

Macmillan & Co. Ltd

PENANG

Macmillan & Co. Ltd

Macmillan & Co. Ltd

Macmillan & Co. Ltd

Requestion for Shipment

Form -

No. , dated

To—The Sea Transport Officer,

All requestions for shipment of cargo in transports or store ships must be made on this form copies of which can be obtained from the Sea Transport Officer

Forms should be filled in with the utmost detail as far as possible being used for each port to which shipment is required. If consignments are not immediately available the date on which they will be ready should be noted

Port of No.	Shipper	Consignee	Desti- nation	No. of packages or quantity	Description of —	Weight		Measurement				Remarks	
						Tons	Cwt	Qrs	Length (v) Bro (lth) (h) Depth (c) Cth (d) of (d)	(v)	(h)		(c)

Form T O 5

Class -

APPENDIX N.

Standard Voyage Periods.

From	To	Days
All Indian Ports	" " " " " " " " " " " "	22*
"	" " " " " " " " " " " "	22
"	" " " " " " " " " " " "	22
"	" " " " " " " " " " " "	22
"	New Zealand (all ports)	22
"	South Africa (all ports)	22
"	Port of Spain (all ports)	12
"	" " " " " " " " " " " "	22
"	" " " " " " " " " " " "	22
"	" " " " " " " " " " " "	22
"	Aden	1
"	Port Sudan	8
"	Egypt (Port Said)	11
"	Egypt (Port Suez)	10
"	Palestine (Haifa)	12
"	Malta	14†
"	Gibraltar	18†
Bombay	Basra	6
"	Federated Malay States (Singapore)	9
"	Hong Kong	14
"	Shanghai	17
"	Chungwangtao	19
Karachi	Basra	5
"	Federated Malay States (Singapore)	11
"	Hong Kong	16
"	Shanghai	19
"	Chungwangtao	21
Bombay or Karachi	Great Britain	22
"	Colombo	4

*Except in the case of from Bombay and Karachi when the standard voyage period is 15 days

†If via Great Britain 22 days

APPENDIX O.

(Reference to in para 92.)

Below is a list of railway stations showing the addresses of supply officers on which each station is dependent for its ration supply where shortages of rations can be made up *en route* and by whom wayside meals will be arranged for troops travelling by rail

2 All demands will be made on the officer in charge supplies at the station shown in column 3 and where indicated repeated to the officer in charge supplies at the stations shown in column 4

3 Despatching officers when indicating the stations at which meals are to be issued *en route* will select stations as near as possible to those shown in column 3 or column 4 as the case may be

List of railway stations showing the Supply Officers on which each is dependent

Railway station	District or Independent Brigade	Address to which demands for rations or wayside meals should be sent	Remarks
Abohar	Lahore Dist	Ferozepore	
Abir Road	Bombay Dist	Nasirabad (Raj)	
Achnera	Delhi Ind Bde A	Agra	
Aloni	Madras Dist	Bangalore	
Agra	Delhi Ind Bde A	Agra	
Ahmedabad	Bombay Dist	Ahmedabad	Nasirabad
Ahmednagar	Deccan Dist	Ahmednagar	
Ahmednagar	Baluchistan Dist	Quetta	
Ajmer	Bombay Dist	Nasirabad (Raj)	
Akora	Peshawar Dist	Nowshera	
Akola	Deccan Dist	Kamptee	Jubbulpore
Aligarh	Delhi Ind Bde A	Agra	
Ali Masjid	Peshawar Dist	Landi Kotal	
Allahabad	Lucknow Dist	Allahabad	
Amala	Lahore Dist	Ambala	
Amli	Deccan Dist	Kamptee	Jubbulpore
Amritsar	Lahore Dist	Amritsar	Lahore Cantt
Angachpuram	Madras Dist	Malappuram	Bangalore
Ani keesar	Bombay Dist	Ahmedabad	Nasirabad
Arkonan	Madras Dist	Madras	
Arrah	P & A Dist	Dinapore	
Atsikere	Madras Dist	Bangalore	
Asansol	P & A Dist	Calcutta	
Ateli	Delhi Ind Bde A	Fort Delhi	
Attel	Rawalpindi Dist	Campbellpur	
Aurangabad	Deccan Dist	Deolali	
Badnera	Deccan Dist	Kamptee	Jubbulpore
Bahadurabad Ghat	P & A Dist	Calcutta	
Bilaspore	P & A Dist	Calcutta	
Bahawalnagar	Lahore Dist	Ferozepore	
Bilalshah	Deccan Dist	Trimbuzherry	
Balotra	Bombay Dist	Nasirabad (Raj)	
Ban bel	P & A Dist	Calcutta	
Bandicut	Bombay Dist	Nasirabad (Raj)	
Bangalore	Madras Dist	Bangalore	
Bankura	P & A Dist	Calcutta	
Bannu	Waziristan Dist	Bannu	

Railway station	Distance in miles from	Address to which demand for station commodities should be sent	Remarks
Barilly	Madras Dist	Barilly	
Baranah	Lucr w Dist	Atalshah	
Bar	Bombay Dist	Nasirabad (Raj)	
Barmer	Sind I B A	Haidrabad (Sind)	Kiamari
Baroda	Bombay Dist	Atalshah	Nasirabad
Barwaha	P & A Dist	Calcutta	
Bellary	Bombay Dist	Mhow	
Benares	Poonah B A	Poonah	
Berhampore (Ganjam)	Lucr w Dist	Atalshah	
Berrada	P & A Dist	Calcutta	
Bhadral	Madras Dist	Masirah	
Bhakhar	P & A Dist	Calcutta	
Bharatpur	Waziristan Dist	D I Khan	Manzar
Bharwar	Doon Dist	Mutter	
Bhaurda	Madras Dist	Atalshah	
Bhilwara	Madras Dist	Berhampore	
Bhopal	Madras Dist	Nasirabad (Raj)	
Bhimawal	Madras Dist	Bhaurda	
Bilaspur	Madras Dist	Doon	
Birgaon	Madras Dist	Subulshah	
Bina	Madras Dist	Madras	
Bonari	Madras Dist	Bina	
Boota	P & A Dist	Calcutta	
Bur	Bahuchan Dist	Quetta	
	P & A Dist	Calcutta	
	P & A Dist	Calcutta	
	P & A Dist	Calcutta	
	Madras Dist	Malaypuram	Bangalore
	Rawalpindi Dist	Campbellpur	
	Lucknow Dist	Cawnpore	
	P & A Dist	Calcutta	
	Rawalpindi Dist	Rawalpindi	
	Bombay Dist	Doon	
	Bahuchan Dist	Quetta	Chaman
	Sind I B A	Haidrabad (Sind)	Kiamari
	Deccan Dist	Lunenburg	
	P & A Dist	Calcutta	
	Sind I B A	Haidrabad (Sind)	Kiamari
	Bahuchan Dist	Quetta	
	Waziristan Dist	D I Khan	Manzar
	Peshawar Dist	Nasirabad	
	Deccan Dist	Subulshah	
	Meerut Dist	Deccan Dist	
	Dellu I B A	Dellu I B A	
	Bombay Dist	Dellu I B A	
	Madras Dist	Madras	
	Madras Dist	Madras	
	Bombay Dist	Bombay	
	Dellu I B A	Dellu I B A	
	Poonah B A	Poonah	
	Sind I B A	Haidrabad (Sind)	Kiamari
	Lahore Dist	Amritsar	
	P & A Dist	Dunapur	
	Rawalpindi Dist	Belum	
	P & A Dist	Dunapur	
	Bombay Dist	Mhow	
	Deccan Dist	Kamptee	Subulshah

APPENDICES

Railway station	District or Independent Brigade	Address to which demands for rations or way side meals should be sent	Remarks
Dornakal	Deccan Dist	Trimulgherry	
Dronachallam	Deccan Dist	Trimulgherry	
Erinpura Road	Bombay Dist	Nasirabad (Raj)	
Faridkot	Madras Dist	Wellington	
Fatawah	Lucknow Dist	Cawnpore	
Fatehpur	Lucknow Dist	Cawnpore	
Ferozepore	Lahore Dist	Ferozepore	
Fort Sandeman	Zhob I B A	Fort Sandeman	
Futwah	P & A Dist	Dunapore	
Fyzabad	Lucknow Dist	Lucknow	
Gallani	Deccan Dist	Jubbulpore	
Gallani Road	Sind I B A	Hyderabad (Sind)	Kiamari
Garghula	Meerut Dist	Barrilly	
Gambat	Sind I B A	Hyderabad (Sind)	Kiamari
Gangapur City	Bombay Dist	Mhow	
Gaya	P & A Dist	Dunapore	
Ghaziabad	Delhi I B A	Fort Delhi	
Ghazi Ghat	Lahore Dist	Multan	
Ghotki	Sind I B A	Hyderabad (Sind)	Kiamari
Gilani	P & A Dist	Calcutta	
Gollara	Bombay Dist	Mhow	
Gonlia	Deccan Dist	Kamptee	Jubbulpore
Gujar Khan	Rawalpindi Dist	Rawalpindi	
Gujrat	Rawalpindi Dist	Jhelum	
Gulistan	Baluchistan Dist	Quetta	
Guntakal	Madras Dist	Bangalore	
Gwalior	Meerut Dist	Jhansi	
Hapur	Meerut Dist	Dehra Dun	
Harda	Deccan Dist	Jubbulpore	
Hardoi	Lucknow Dist	Lucknow	
Hardwar	Meerut Dist	Dehra Dun	
Haridwar	Madras Dist	Bangalore	
Harnai	Zhob I B A	Loialai	
Hasan Abdal	Rawalpindi Dist	Rawalpindi	
Havelian	Rawalpindi Dist	Abbottabad	
Hazaribagh Road	P & A Dist	Calcutta	
Hindubagh	Zhob I B A	Storekeeper i/c S D Hindubagh	Fort Sandeman
Hindupur	Madras Dist	Bangalore	
Hubli	Poona I B A	Poona	
Hyderabad (Sind)	Sind I B A	Hyderabad (Sind)	Kiamari
Ikran	Delhi I B A	Agra	
Indargarh	Bombay Dist	Mhow	
Itarsi	Deccan Dist	Jubbulpore	
Jacobabad	Sind I B A	Hyderabad (Sind)	Kiamari
Jaipur	Bombay Dist	Nasirabad (Raj)	
Jakhai	Lahore Dist	Ambala	
Jalarpur	Madras Dist	Bangalore	
Jamrud	Peshawar Dist	Landi Kotal	
Jand	Rawalpindi Dist	Rawalpindi	
Jaunpur City	Lucknow Dist	Allahabad	
Jetalsar	Bombay Dist	Ahmedabad	Nasirabad
Jhayha	P & A Dist	Dunapore	
Jhansi	Meerut Dist	Jhansi	
Jharsuguda	P & A Dist	Calcutta	
Jhelum	Rawalpindi Dist	Jhelum	
Jind	Lahore Dist	Ambala	

Railway station	District or Independent Brigade	Address to which demands for rations or way side meals should be sent	Remarks
Jubbulpore	Deccan Dist	Jubbulpore	
Jullundur	Lahore Dist	Jullundur	
Jung Shahi	Sind I B A	Kiamari	
Kauria	Bombay Dist	Nasirabad (Raj)	
Kalakhund	Bombay Dist	Mhow	
Kalka	Lahore Dist	Ambala	
Kalvan	Bombay Dist	Bombay	
Kamptee	Deccan Dist	Kamptee	Jubbulpore.
Karnal	Lahore Dist	Ambala	
Kasganj	Meerut Dist	Bareilly	
Kathgodam	Lucknow Dist	Ranikhet	
Katihar	P & A Dist	Calcutta	
Katni	Deccan Dist	Jubbulpore	
Katpadi	Madras Dist	Madras	
Kaunia	P & A Dist	Calcutta	
Khandwa	Bombay Dist	Mhow	
Khanewal	Lahore Dist	Multan	
Khanpur	Lahore Dist	Multan	
Kharagpur	P & A Dist	Calcutta	
Khatauli	Meerut Dist	Dehra Dun	
Kharan	Rawalpindi Dist	Jhelum	
Khokhrapar	Sind I B A	Hyderabad (Sind)	Kiamari
Khurda Road	P & A Dist	Calcutta	
Khurja	Meerut Dist	Dehra Dun	
Kila Saifulla	Zhob I B A	Loralai	
Kul	P & A Dist	Dinapore	
Kohat	Kohat Dist	Kohat	O C Supply Depot
Koti Kalan	Delhi I B A	Muttra	
Kotah	Bombay Dist	Mhow	
Kotdwara	Meerut Dist	Bareilly	
Kotri	Sind I B A	Hyderabad (Sind)	Kiamari
Kurduwadi	Poona I B A	Poona	
Kurnool	Madras Dist	Trimulgherry	
Kurseong	P & A Dist	Jalopahar	
Lahore	Lahore Dist	Lahore Cantt	
Laki	Sind I B A	Hyderabad (Sind)	Kiamari
Laki Marwar	Waziristan Dist	Bannu	
Lala Musa	Rawalpindi Dist	Jhelum	
Landikotal	Peshawar Dist	Landikotal	
Lhakar	Meerut Dist	Dehra Dur	
Lodhran	Lahore Dist	Multan	
Londa	Poona I B A	Poona	
Lucknow	Lucknow Dist	Lucknow	
Ludhiana	Lahore Dist	Jullundur	
Luni	Bombay Dist	Nasirabad (Raj)	
Lyallpur	Lahore Dist	Lahore	
Mach	Baluchistan Dist	Quetta	
Madhapur	P & A Dist	Calcutta	
Madras	Madras Dist	Madras	
Madura	Madras Dist	Madras	
Mahmud Kot	Lahore Dist	Multan	
Malakwal	Rawalpindi Dist	Jhelum	
Mandah Road	Lucknow Dist	Allahabad	
Mandal	Bombay Dist	Nasirabad (Raj)	
Mandra	Rawalpindi Dist	Rawalpindi	
Manharpur	P & A Dist	Calcutta	

Railway station	District or Independent Brigade	Address to which demands for rations or wayside meals should be sent	Remarks
Manikpur	Lucknow Dist	Allahabad	O C Supply Depot
Manmad	Bombay Dist	Deolali	
Mardan	Peshawar Dist	Nowshera	
Mari Indus	Waziristan Dist	Bannu * Manzari†	
Marwar	Bombay Dist	Nasirabad (Raj)	Nasirabad
Meerut	Meerut Dist	Dehra Dun	
Mehsana	Bombay Dist	Ahmedabad	
Mettupalayam	Madras Dist	Wellington	
Mhow	Bombay Dist	Mhow	Kiamari
Mitai	Poona I B A	Poona	
Mirpur Khas	Sind I B A	Hydrabad (Sind)	
Mirzapur	Lucknow Dist	Allahabad	
Mohulhera	Lucknow Dist	Allahabad	Jubbulpore
Mukameli	P & A Dist	Dinapore	
Montgomery	Lahore Dist	Multan	
Moradabad	Meerut Dist	Bareilly	
Multan	Lahore Dist	Multan	Jubbulpore
Muttra	Delhi I B A	Muttra	
Muzaffarnagar	Meerut Dist	Dehra Dun	
Mymensingh	P & A Dist	Calcutta	
Nadbai	Delhi I B A	Agra	Jubbulpore
Nagana	Meerut Dist	Bareilly	
Nagpur	Deccan Dist	Kamptee	
Nahali	P & A Dist	Calcutta	
Nainpur	Deccan Dist	Jubbulpore	Jubbulpore
Najibabad	Meerut Dist	Bareilly	
Nandalur	Madras Dist	Madras	
Narawal	Lahore Dist	Sialkot	
Nasirabad	Bombay Dist	Nasirabad (Raj)	Jubbulpore
Necmuchi	Bombay Dist	Mhow	
Nizamabad	Deccan Dist	Trimulgherry	
Nowshera	Peshawar Dist	Nowshera	
Nushki	Baluchistan Dist	Quetta	Jubbulpore
Orai	Lucknow Dist	Cawnpore	
Pabli (for Chorai)	Peshawar Dist	Nowshera	
Padi Idan	Sind I B A	Hydrabad (Sind)	
Palej	Bombay Dist	Ahmedabad	Jullundur
Parbatipur	P & A Dist	Jalapaahar	
Parthalah	Lucknow Dist	Allahabad	
Pathankot	Lahore Dist	Pathankot	
Ponera Road	Deccan Dist	Jubbulpore	Jubbulpore
Peshawar	Peshawar Dist	Peshawar	
Phaphund	Lucknow Dist	Cawnpore	
Phulera	Bombay Dist	Nasirabad (Raj)	
Pipariya (for Pachauri)	Deccan Dist	Jubbulpore	Jubbulpore
Poona	Madras Dist	Wellington	
Poona	Poona I B A	Poona	
Purnea	Deccan Dist	Trimulgherry	
Quetta	Baluchistan Dist	Quetta	Jubbulpore
Rae Bareilly	Lucknow Dist	Lucknow	
Rawal	Lahore Dist	Lahore Cantt	

* For units booked for Bannu Railhead
† For units booked for Manzari Railhead

Railway station	District or Independent Brigade	Address to which demand for rations or wayside meals should be sent	Remarks
Rachur	Deccan Dist.	Trimulgherry.	
Raipur	Deccan Dist.	Kamptee	Jubbulpore
Rajewadi	Poona I B A	Poona	
Rajkot	Bombay Dist.	Ahmedabad	Nasirabad
Rajpura	Lahore Dist.	Ambala	
Ranaghat	P & A Dist.	Calcutta	
Rawalpindi	Rawalpindi Dist.	Rawalpindi	
Reti	Sind I B A	Hyderabad (Sind)	Kiamari
Rewari	Delhi I B A	Fort Delft	
Risalpur	Peshawar Dist.	Nasirabad	
Rohri	Sind I B A	Hyderabad (Sind)	Kiamari
Poorkee	Meerut Dist.	Dinapore	
Ruk	Sind I B A	Hyderabad (Sind)	Kiamari
Rutlam	Bombay Dist.	Mhow	
Sabarnati	Bombay Dist.	Ahmedabad	Nasirabad
Saharanpur	Meerut Dist.	Delhi Division	
Salem	Madras Dist.	Wellington	
Samasata	Lahore Dist.	Multan	
Page 123	P & A Dist.	Calcutta	
Delete Sarai Kala and connected entries.			
Shagai		Rawalpindi	
Shahabad	Deccan Dist.	Trimulgherry	
Shahdaapur	Sind I B A	Landi Kotal	
Shahjahanpur	Meerut Dist.	Trimulgherry	Kiamari
Shamgarh	Bombay Dist.	Bareilly	
Shegaon	Deccan Dist.	Mhow	
Sher Shah	Lahore Dist.	Kamptee	Jubbulpore
Shclapur	Poona I B A	Multan	
Shoranur	Madras Dist.	Poona	
Shalkot	Lahore Dist.	Malappuram	Bangalore
Sibi	Baluchistan Dist.	Shalkot	
Siliguri	P & A Dist.	Quetta	
Singjhani	P & A Dist.	Jalapaahar	
Siwai Madhopur	Bombay Dist.	Calcutta	
Rohagpur	Deccan Dist.	Mhow	
Sohawa	Rawalpindi Dist.	Jubbulpore	
Sojat Road	Bombay Dist.	Jhelum	
Sone East Bank	P & A Dist.	Nasirabad (Raj)	
Spezand	Baluchistan Dist.	Dinapore	
		Quetta	

APPENDIX P

(Referred to in para 57)

Standing Orders for Kitchen Car Staff

A copy of these orders will be placed in a prominent position in the Kitchen Car

1 Care of Kitchen Cars and Equipment

(a) N C Os in charge of kitchen cars are responsible for all Government equipment on their cars and for reporting at once any deficiencies or breaches. Special care should be taken that all doors and windows are securely fastened when the cars are vacated.

(b) N C Os in charge of kitchen cars will maintain A F B 293 in respect of the equipment of their cars in accordance with Instructions Regarding Kitchen Car Stores issued separately. These accounts will be kept up to date and will be produced for check and inspection whenever ordered.

(c) N C Os in charge of kitchen cars will be responsible for the issue of police armlets, padlocks and bugle provided for the purpose to the O C train or train warrant officer when required. Receipts will be obtained and the articles collected at destinations. They will also ensure that padlocks loaned by the railway are returned to the officer to whom the railway issues them.

(d) Immediately troop special trains arrive at Bombay or Karachi N C Os in charge of kitchen cars will report their equipment correct or otherwise to the railway transport officer.

(e) Absolute cleanliness of the personnel, equipment and car is essential and will be impressed on Indian coolies employed on the car.

N C Os in charge of kitchen cars will ensure that the white clothing issued to Indian coolies is kept clean and in good repair at the expense of the individuals to whom it is issued.

2 Discipline

(a) *Absence from Kitchen Cars*—N C Os in charge of kitchen cars will normally remain on their cars between midnight and 16 00 hours daily. Should circumstances demand their absence when cars are located at railway stations they will inform the stationmaster of their departure from and return to the car and inform him where they may be found during their absence.

(b) *Supervision of Indian Staff*—All cases of absence from duty or illness of the Indian staff will be reported immediately to the Railway Transport Officer Bombay, the Embarkation Commandant Karachi or the Station Staff Officer Lahore whichever is the nearer.

They will ensure that good order is maintained between the staffs of the kitchen and canteen cars and that any irregularities which occur in this connection are reported to the O C train.

Any changes which may occur in the staffs of the kitchen or canteen cars will be reported in writing, at the first opportunity, to the Railway Transport Officer Bombay. They will be prepared to report on the suitability of all cooks employed on their kitchen cars.

(c) *Use of Electric Lights and Fans*—N C Os in charge of kitchen cars will ensure that when their cars are not actually on the move the strictest economy is observed in the use of electric lights and fans. Failure to comply with this order will be met by disciplinary action and possibly the disconnection of electric fittings during the periods when cars are not actually on the run.

3. Reports and Returns.

(a) A supply of train report forms will be carried on all kitchen cars and N C Os in charge of kitchen cars will ensure that Os C trains are supplied with these forms at the starting station.

(b) N C Os in charge of kitchen cars will be responsible for the prompt submission of monthly running reports in accordance with the instructions printed on the reverse of the form. They will also maintain a log book in which the running of the rake throughout the month will be entered. This log book will be produced when reporting as ordered in para 1 (d).

(c) When kitchen cars are running empty and without a canteen car attached N C Os in charge of kitchen cars will obtain 3rd class tickets for Indian cooks travelling in the car in accordance with instructions which are issued separately.

(d) Service labels to the value of Rs 5 will be issued to each N C O in charge of kitchen car by the Railway Transport Officer Bombay at the commencement of the trooping season for the submission of reports and returns by post. These service labels will be accounted for and the unexpended balance if any returned to the Railway Transport Officer Bombay at the conclusion of the trooping season.

4. Officer's Messing.

(a) At the earliest opportunity before the commencement of a journey N C Os in charge of kitchen cars will ascertain from the O C train if officers and their families require their meals from the kitchen car during the journey.

(b) Specimen menus for officers' messing will be drawn up and presented to the O C train for his approval before the commencement of the journey.

(c) Accounts for expenses in connection with officers' messing will be prepared and submitted to the O C train who is responsible for the collection of the amount due from the officers travelling and the settlement of the account rendered.

(d) When officers' messing is carried out by the N C O in charge of the kitchen car chofa, hawa and afternoon tea will also be supplied from the kitchen car. On occasions when messing is not carried out these meals will be supplied if required from the canteen car.

5 Supplies

(a) N C Os in charge of kitchen cars will be present when rations are placed on the kitchen car and will personally check the amounts supplied. They will report any irregularity either in quantity or quality to the O C train immediately.

(b) All meals will be issued strictly in accordance with the diet sheet posted in the car.

(c) Packing material will be handed over to the P I A S C representative at stations of destination. If no R I A S C representative is present at the destination N C Os in charge of kitchen cars will get into touch with the nearest supply depot and arrange to hand over the packing material at the earliest opportunity. Receipts for packing material will be returned to the office from which the packing material was issued.

(d) N C Os in charge of kitchen cars will ensure that there is always a plentiful supply of water on their cars.

6 Assistance to the Railway Authorities, Canteen Contractors and O C Train

(a) When kitchen cars are running empty and not attached to a troop special train N C Os in charge of kitchen cars will assist the railway authorities to the best of their ability by ensuring that no unauthorised person travels in the kitchen car canteen car or in any military stock attached.

(b) The canteen car contractor will be permitted to store meat or provisions in the kitchen car refrigerator and will be permitted the use of the kitchen car for the preparation of tea and supper between the hours of 4 A M to 6 A M 10 A M to 11 A M and 6 P M to 8 P M provided the O C train is satisfied that this can be done without interfering with the preparation of troops meals.

(c) N C Os in charge of kitchen cars are primarily concerned with the kitchen car but should circumstances demand they will assist the O C train with advice on general railway transport duties.

7 General

(a) Any fatigue parties required will be obtained through the O C train or the train warrant officer.

(b) During the trooping season Indian Assistant coolies will be provided by the canteen car contractor approximately from October to the end of March. During the non trooping season such assistance as may be required will be obtained from the unit travelling on the train.

(c) During the non trooping season kitchen car personnel will not living on their cars will be at the disposal of the Embarkation Commandant Bombay and the Station Staff Officer Lahore.

(d) Kitchen cars will be overhauled during the summer months. Not more than two cars of those based on Bombay and two of those based on Lahore will be put into workshops at the same time. Others will be kept available for emergency and hill moves.

(e) N C Os in charge of kitchen cars will maintain a copy of Movement Instructions India for the use of the O C train.

A

	PARA
A B 172	401
A B 172, disposal of	426
Accidents involving trains conveying troops	36
Accommodation at ports for class A invalids	418, 419
Accommodation by rail for active venereal patients	440
Accommodation by rail for class A invalids	411
Accommodation by rail for class B invalids	414
Accommodation by rail responsibility for arrangement of	4
Accommodation, first class berthing of nurses in	109
Accommodation for crews of transports inspection of	118
Accommodation for families at transit sections	243
Accommodation for families in Great Britain	Appx G
Accommodation for husband in same cabin as sick wife	447
Accommodation for moves by rail demands for	5
Accommodation for part - n t requiring special trains	22
Accommodation for train warrant officers	58
Accommodation in cabins selection of	113
Accommodation in trains for families of B O Rs	23
Accommodation in trains for families of British Officers	23
Accommodation in trains for families of I O Rs	23
Accommodation in trains for families of Indian Officers	23
Accommodation in transit sections use of	245
Accommodation in troop special trains for hospitals	59 60
Accommodation in troop special train for offices	58
Accompanied baggage exempt from wharfage charges	327
Accompanied families rail journeys of	20
Accompanied indulgence baggage wharfage charges for	320
Accounts British troops	Appx A
Accounts Departmental personnel passage applications for	279
Accounts etc for invalid and mental patients	Appx E
Accoutrements to be taken by units leaving India	275
Active venereal patients accommodation by rail for	440
Active venereal patients arrangements for despatch to port	441
Active venereal patients classification of	434
Active venereal patients invaliding of	431
Active venereal patients nominal rolls of	442
Addresses in Great Britain of second class passengers	210
Addresses in Great Britain of third class passengers	210
Addresses of or finance officers at ports	223

	Para
Aden applications for passages to	156
Adjustment of Indian scale of clothing	274
Adjustment of passage requirements to trooping programme	109
Adjutant on board ship appointment of	132
Admissibility of free messing when travelling by sea	—5
Admissibility of medical attendance on board ship	27
Adult daughters certificates for	206
Advance arrangements for entrainment of troops	41
Advance passages allotment of	166
Advance passages cancellation of	166
Advance passages recovery of cost of	167
Advance passages submission of applications for	165
Advances to pay for passages for invalided officers or families	385
Adverse reports inspection of transports after	111
A F A 2 disposal of for invalid discharged in India	403
A F A 2 disposal of for invalid embarked in transport	394
A F A 2 disposal of for invalid officer embarked in ship without military M O in charge	398
A F A 2 disposal of for invalid proceeding elsewhere than Great Britain	399
A F A 2 disposal of for invalid proceeding to colony	400
A F A 2 disposal of for invalid to be admitted to hospital in Great Britain	395
A F A 2 disposal of for mental invalid	401
A F A 2 disposal of for mental invalid embarked in ship without military M O in charge	402
A F A 2 disposal of for R A F invalid	396
A F A 2 disposal of received after invalid has embarked	397
A F A 2 disposal of when invalid dies in India	403
A F B 117	404
A F B 117 disposal of	405, 406
A F B 126 preparation and disposal of	179
A F B 126 submission of	353
A F B 127, ages of children for	196
A F B 127, disposal of by embarkation authorities	140
A F B 127 for whom required at quayside	162
A F B 127, issue of I A F T 1734 to be noted on	348
A F B 127, preparation and submission of	Appx B
A F B 141 for whom required at quayside	263
A F B 172 disposal of	405, 40
A F B 178	404
A F B 178, disposal of	405, 40
A F B 179 disposal of for invalid discharged in India	403

PARA.

A F B 179, disposal of, for invalid embarked in transport	394
A F B 179, disposal of, for invalid officer embarked in ship without military M O in charge	398
A F H 179 disposal of, for invalid proceeding elsewhere than Great Britain	399
A F H 179, disposal of, for invalid proceeding to colony	400
A F B 179, disposal of for invalid to be admitted to hospital in Great Britain	395
A F B 179, disposal of, for mental invalid	401, 428
A F B 179 disposal of for mental invalid embarked in ship without military M O in charge	402
A F B 179 disposal of for R A F invalid	396
A F B 179 disposal of received after invalid has embarked	397
A F B 179 disposal of when invalid dies in India	403
A F B 179 A disposal of	436
A F B 181	404
A F H 181 disposal of	405 406
A F B 183 disposal of	426—428
A F I 1220 disposal of	436
A F I 1220 A disposal of	436
A F I 1237	404 426
A F I 1237 disposal of	407 408 426
A F I 1247	404 446
A F I 1247, disposal of	405 406 446
A F N 1511 for whom required at the quayside	265
A F N 1511 preparation and submission of	Appx A C D
A F O 1025 preparation and submission of	Appx B
A F P 1094	347
Ages of children assessment of, for passage applications	196
Ages of children for A F B 127	196
Ages for children for I A F T 1727 etc	206
Air mail applications for passages by	190
Air mail passengers baggage allowance for	190
Air mail passengers embarkation of	190
Air mail passengers reports of arrival	191
Air mail passengers reports of departure	191
Alien nurses passports for	171
Allotment of advance passages	166
Allotment of indulgence passages	180
Allotment of military rolling stock	18
Allotment of passages	

	PARA.
Allotment of passages for soldiers for vocational training in Great Britain	239
Allotment of passages for soldiers on vocational training in India	235
Allotment of passages for trooping pools	238
Allotment of third class and troopdeck passages, priority for	235
Allotment of third class passages to foreign ports	221
Allotment of troopdeck passages to foreign ports	221
Allotment orders required on embarkation	268
Allowance of baggage for air mail passengers	190
Allowance for conveyance of baggage to or from docks	293
Allowance in lieu of rations to Indian troops and followers travelling by rail	95—97
Alterations to time bills for troop special trains	34
Ammunition, notice of despatch of, by rail	41
Ammunition, to be taken by units leaving India	275
Animal transports, inspection of	114
Animals, conveyance by rail	104
Animals, conveyed by rail, conveyance for attendants of	107
Animals, detrainment of	106
Animals, entrainment of	107
Animals, halts for trains conveying	41
Animals, notice of despatch of, by rail	41
Animals of Army Remount Department, conveyance of	104, 105
Animals, restriction of shipment by transport	340
Animals to be conveyed in same trains as their drivers	28
Animals wharfage charges for	331
Applications for advance passages, submission of	165
Applications for baggage labels for N C Os suitcases	Appx. L
Applications for destitute passages	176
Applications for indulgence passages, certificates required with	186
Applications for indulgence passages from Great Britain to India, investigation of	189
Applications for indulgence passages from Great Britain to India, submission of	188
Applications for indulgence passages, registration of	183
Applications for indulgence passages, submission of	185
Applications for passages, ages of children for	206
Applications for passages as depot reliefs	204
Applications for passages, assessment of ages for	196
Applications for passages, authorities to submit	168
Applications for passages between Bombay and Karachi	103, 194
Applications for passages between India and Burma	195

	PARA
Applications for passages by air	190
Applications for passages dates of submission	161
Applications for passages for consular service	228
Applications for passages for departmental rail s late submis sion of	162
Applications for passages for families not on married quarters roll	182
Applications for passages for invalided officers information to be included in	386
Applications for passages for invalids submission by telegram	389
Applications for passages for military accounts personnel	229
Applications for passages for officers under leave concessions	213
Applications for passages for Queen s army schoolmistresses	208
Applications for passages for personnel granted leave	207
Applications for passages for soldiers under sentence	159
Applications for passages references to include names	212
Applications for passages responsibility of submitting autho rities	160
Applications for passages submitted provisionally	205
Applications for passages to a colony or foreign destination	203
Applications for passages to Aden Basra and Far East	156
Applications for passages to show authority	211
Applications for passages to or from India	192—194
Applications for passages within Indian limits submission of	192—194
Applications for second class passages late submission of	183
Applications for shipment of horses submission of	340
Applications for shipment of indulgence baggage	310
Applications for shipment of indulgence baggage not to be telegraphed	316
Applications for shipment of stores submission of	318 319
Applications for shipment of unaccompanied baggage	310
Applications to make private arrangements for journeys to ports	12
Appointment for duty with troops on board ship	134
Appointment of ships staffs	132 133
Appointment of troop special train staffs	57
Approval of I A F VI 6 nominal roll of invalids	382
Arms notice of despatch of by rail	41
Arms to be taken by units leaving India	275
Army numbers of military rolling stock	42
Army Remount Department conveyance of animals of	101 105
Arrangement of accommodation by rail responsibility for	4
Arrangements advanced for entrainment of troops	46
Arrangements for berthing of troops inspection of	114

	PARA
Arrangements for despatch to port of active venereal patients	441
Arrangements for despatch to port of non active venereal patients	442
Arrangements for despatch to port of class A invalids	413
Arrangements for despatch to port of class B invalids	414
Arrangements for disposal of civilian mental patients in Great Britain	420
Arrangements for messing of nurses on board ship	170
Arrangements for messing of troops on board inspection of	114
Arrangements for preservation of health of troops embarking inspection of	114
Arrangements for rations for troops embarking	120—123
Arrangements for shipment of entitled baggage	311
Arrangements for stowing of baggage inspection of	115
Arrival at Indian Ports of transports or freightships	111
Arrival at ports of accompanied class A invalids	417
Arrival at ports of transport staffs	137
Arrival at ports of troop special trains	70
Arrival at ports of unaccompanied class A invalids	410
Arrival in India of horses notice of	344
Arrival of air mail passengers	191
Arrival of troop special trains reports of	14
Arrival of troops at stations for entrainment	43
Arrival of troops for entrainment reports of	48
Arrival reports of air mail passengers	191
Arrival reports personnel	155
Articles not accepted as entitled baggage	284
Articles restricted for importation into Great Britain	335
Articles to be packed in sea kitbags	305
Articles to be packed in universal kitbags for embarkation	300
Assessment of ages of children for passage applications	137
Assessment of damages to rolling stock of troop special trains	30
Assessment of rolling stock for size of troop special trains	21—50
Assistant port health officer	118
Attendants for animals conveyed by rail conveyance of	106
Authorised allowances of baggage	280
Authorities responsible for submission of passage applications	159
Authorities submitting passage applications, responsibility of	160
Authority for passages to be shown in applications	211

B

PARA

Bad sanitation in troop special trains reports of	65
Baggage accompanied exempt from wharfage charges	327
Baggage allowance for air mail passengers	190
Baggage allowance for all passengers	280
Baggage allowance for third class passengers in Great Britain	302
Baggage articles not accepted as entitled	284
Baggage author and allowances of	280
Baggage bedding rolls labelling of	289
Baggage booking of to Karachi	296
Baggage conveyance of to or from docks	293
Baggage customs examination of in Great Britain	332
Baggage declaration of in Great Britain	333
Baggage disposal of freight form T	315
Baggage entitled arrangements for shipment of	311
Baggage entrainment of	49
Baggage for intermediate ports stowing of	276
Baggage heavy delivery of for freightships	295
Baggage heavy delivery of for packet steamers	295
Baggage heavy delivery of for transports	294
Baggage household effects definition of	333
Baggage importation duty free into Great Britain	332
Baggage incorrect labelling of	288
Baggage Indian troops fatigue parties for handling	277
Baggage indulgence applications for shipment not to be telegraphed	316
Baggage indulgence despatch to port of	313
Baggage indulgence shipment of	312
Baggage inspection of arrangements for stowing	115
Baggage insurance of	91
Baggage labelling of	281
Baggage labels for N C Os suitcases	303
Baggage labels for N C Os suitcases applications for	Appx L
Baggage labels issue of for freightship passengers	282
Baggage labels issue of for packet steamer passengers	282
Baggage labels issue of for transport passengers	281
Baggage labour for handling at ports	276
Baggage limitation of cabin and baggage on voyage	286
Baggage limitation of size of packages of	285
Baggage loss of or damage to	291
Baggage master appointment of	131
Baggage master to supervise loading of baggage	276

	PARA
Baggage measurement of	280
Baggage on troopdecks restrictions regarding	208
Baggage personal definition of	333
Baggage prohibited articles	283
Baggage responsibility for stowing etc. on troop special trains	70
Baggage suitcases loading of	298
Baggage suitcases of civilian passengers	207
Baggage suitcases of N C Os	297
Baggage troopdeck passengers excess baggage	300
Baggage troopdeck passengers customs arrangements	301
Baggage troopdeck passengers labels for	304
Baggage troopdeck passengers stowing of excess	300
Baggage unaccompanied not to be shipped on last voyages	314
Baggage unaccompanied submission of applications for shipment of	310
Baggage unaccompanied wharfage charges for	330
Baggage values labelling of	289
Baggage wagons disposal of padlocks and keys	79
Baggage wagons loading and unloading	79
Baggage wagons responsibility for	76
Baggage wagons securing of	76
Baggage wharfage charges for accompanied indulgence	320
Baggage wharfage charges for unaccompanied	330
Baggage wheeled toys perambulators etc. shipment of	290
Barra applications for passages to	156
Bedding of troops travelling by rail	77
Bedding on board ship for troopdeck passengers	309
Bedding rolls labelling of	289
Beer issue of on troop special trains	100
Beer supply of to British soldiers travelling by rail	100
Berthing lists	126
Berthing of children in freightships	198
Berthing of children in packet steamers	198
Berthing of children in transports	197
Berthing of nurses first class	169
Berthing of troops inspection of arrangements for	115
Bicycles packing of for shipment	326
Bicycles shipment of in transports	326
Blankets nominal rolls of persons to hand in at ports	271
Blankets nominal rolls for handing in of	271
Blankets withdrawal of from troopdeck passengers	309
Boarding of invalids to be made early	366

	PARA
Boards of inspection for ships to be fitted as transports	112
Boards of inspection for transports and freightships	114
Boat fire and collision stations exercise at	117
Booking of baggage to Kharachi	206
Bottles not to be thrown on railway lines	65
British other ranks accommodation in trains for families of	23
British other ranks excess baggage	299
British other ranks second class accommodation for by sea	447
British troops accounts preparation of	Appx A
British troops kitchen cars	18
British troops supervision of entrainment	47
British troops travelling by sea ration arrangements for	170
British troops travelling in India precautions to be observed by	66
Bulk allotments of third class passages	233
Bulk allotments of troopdeck passages	233
Bulk allotments sub allotment of	234
Burma applications for passages from or to	197—194

C

Cabin accommodation for husband accompanying a sick wife	447
Cabin accommodation selection of	113
Cabin baggage limitation of	280
Cancellation of advance passages	166
Canteen cars	18
Canteen cars contract for	98
Canteen cars inspection of	98
Canteen cars provision of	98
Canteen cars supervision of	89
Canteen Contractors Syndicate	19
Capacity of military rolling stock	20
Capacity of ordinary rolling stock	57
Care etc of troops travelling by rail responsibility for	314
Cargo shipment of, in transports	314
Cargo size of packages for shipment in transports	19
Carrying capacity of military rolling stock	20
Carrying capacity of ordinary rolling stock	374
Case sheets submission for invalid packet passengers	449
Casualties affecting invalid passages reports of	208
Certificates for adult daughters	176
Certificates for destitute passengers	157
Certificates for passengers to South Africa	

	PARA
Certificates of exemption from wharfage charges	328
Certificates of export of private property	338
Certificates of vaccination required on embarkation	269
Certificates regarding chargers to accompany I A F T 1724	225
Certificates regarding courses to accompany I A F T 1724	226
Certificates regarding furlough details to accompany I A F T 1724	227
Certificates regarding motorcars to accompany I A F T 1724	224
Certificates required from civilian passengers	255
Certificates required with applications for indulgence passages	186
Certificates to accompany I A F T 1724	203—226
Certificates to be submitted for nurses	171
Changes of station reports of	209
Chaplains appointment of for duty on board ship	132
Chargers certificates to accompany I A F T 1724	225
Chargers conveyance by rail of unauthorised	105
Chargers horse boxes for	104
Charges for detention of military rolling stock	40
Charges for excess baggage payment of	297
Charges for messing recovery of	257—261
Charges for troop special trains	21
Cheques not acceptable on account of messing charges	257
Children ages of for A F B 127	196
Children ages of for I A F T 1727 etc	206
Children assessment of ages of for passage applications	196
Children scale of berthing freightships	198
Children scale of berthing packet steamers	198
Children scale of berthing transports	197
Chlorinating solution supply of to troop special trains	84
Civilian mental invalids disposal of in Great Britain	499
Civilian passengers certificates required from	255
Civilian subordinates journeys by rail of families	26
Civilian medical inspection of before departure for embarkation	250
Civilian offences committed by on board ship	256
Civilian shipment of suitcases of	297
Claims for losses of stores on voyage	361
Claims for compensation in lieu of indulgence passages	179
Class A invalids accompanied time of arrival at ports	417
Class A invalids for direct embarkation reception of	421
Class A invalids officers to wear uniform on arrival at port	421

	PARA
Class A invalids, permission to make private arrangements for accommodation at ports	419
Class A invalids, private arrangements for accommodation at ports	418
Class A invalids, reception at ports	416
Class A invalids to be despatched by mail train	413
Class A invalids, unaccompanied, time of arrival at ports	416
Class A invalids, reception at ports	422
Class A invalids to be despatched by troop special train	414
Classification of invalids	367
Classification of venereal patients	438
Cleanliness of carriages responsibility for	65
Cleanliness of military rolling stock while <i>en route</i>	65
Collection of excess baggage of troop-deck passengers	300
Collection of messing charges	207
Collis on fire and boat stations exercise at	117
Compensation claims for in lieu of indulgence passages	179
Compensation for loss of baggage by rail	80
Compilation of trooping programme	109
Complete units journeys to ports of officers accompanying	II
Composition of trooping pools	246
Contacts with infectious disease at sea disposal of	355—358
Contacts with infectious disease passages for	232
Connecting passages for payment furlough details	15
Contract for canteen cars	98
Contractors' staff conveyance on warrant of	3
Contractors stores conveyance on warrant of	3
Consular service passage applications for	278
Conveyance in Great Britain for families of soldiers	349
Conveyance in Great Britain provision of	317
Conveyance of animals in transports	339—342
Conveyance of animals of Army Remount Department by rail	104 105
Conveyance of attendants for animals by rail	106 107
Conveyance of baggage to or from docks	293
Conveyance of chargers by rail	104 105
Conveyance of dangerous goods by rail	68
Conveyance of guns	103
Conveyance of horses by rail	104
Conveyance of horses by sea	310
Conveyance of invalids kits by rail	444
Conveyance of military stores by rail rules and rates for	1
Conveyance of offensive goods by rail	18

	PARA
Conveyance of unauthorised chargers by rail	105
Conveyance of vehicles by rail	108
Conveyance to port inadmissible for indulgence passengers	178
Conveyance to port of drafts and details	7—16
Conveyance to port of invalid Indian Army officers	448
Cooking pots for Indian personnel travelling between Bombay and Karachi	123
Cooking wagons halts for trains provided with	35
Correspondence regarding indulgence passages	184
Cost of advance passages recovery of	167
Cost of passages for nurses recovery of	174
Cost of payment passages	175
Courses of instruction certificates to accompany I A F T 1724	226
Courts martial warrants issue and disposal of for transports	127
Credit note I A F T 1711	9
Credit note use of	2
Credit notes endorsement of for moves between India and Burma	2
Customs arrangements for excess baggage of troopdeck passengers	301
Customs declaration of baggage at ports in Great Britain	333
Customs duty paid in India refunds of	337
Customs examination of baggage in Great Britain	332
Customs notice to passengers for Great Britain	336 Appx H-
Customs regulations Great Britain restricted and prohibited articles	Appx H
Daily allowance for officers appointed to ships staffs	137
Damage and deficiencies rolling stock	30
Damage memorandum rolling stock	30 37
Damage to baggage Government not responsible for	291
Damage to rolling stock detached en route	32
Damage to rolling stock liability for cost of	31
Damage to rolling stock of troop special trains assessment of	30
Dangerous goods conveyance by rail	68
Dates of submission of passage applications	161
Deceased officers shipment of effects of	324
Deck chairs provision of	287
Declaration of baggage at ports in Great Britain	333
Declaration of household effects on importation into Great Britain	334

	PAGE
Declaration of personal effects on importation into Great Britain	334
Deferment of passages reasons for	201
Definition of household effects and personal baggage	333
Delivery of heavy baggage for freightships	295
Delivery of heavy baggage for packet steamers	295
Delivery of heavy baggage for transports	294
Demands for hot meals for troops travelling by rail	90 91
Demands for passages inclusion of in I A F T 1713	218
Demands for rail accommodation submission of	5
Demands for rolling stock	5
Departmental ranks late submission of passage applications	109
Departure of air mail passengers	191
Departure of troop special trains reports of	44
Departure reports of air mail passengers	101
Departure reports personnel	135
Depot relief application for passage as	204
Despatch of ammunition by rail notice of	41
Despatch of animals by rail notice of	41
Despatch of arms by rail notice of	41
Despatch of indulgence baggage	313
Despatch of invalids to ports	410
Despatch of mental invalids for direct embarkation	425
Despatch of military rolling stock report of	49 43
Despatch of stores by rail notice of	41
Despatch of treasure by rail notice of	41
Despatch of troops by rail executive arrangements for	53
Despatch of troops by rail notice of	41
Despatch overseas of reinforcements for Indian units	154
Despatch to ports of active venereal patients	441
Despatch to ports of class A invalids	413
Despatch to ports of class B invalids	414
Despatch to ports of destitute passengers	177
Despatch to ports of documents for British troops	Appx C
Despatch to ports of invalids notice of	411 412
Despatch to ports of non active venereal patients	449
Despatch to ports of vouchers for ordnance stores	272
Destitute passages applications for	176
Destitute passengers certificates for	176
Destitute passengers despatch to ports of	177
Destitute passengers documents for	177
Destitute passengers issue of warrants for	16

	PARA
Embarkation of mental invalids	425
Embarkation of officers families times for	8
Embarkation of officers times for	8
Embarkation of second class passengers	10
Embarkation of servants	168
Embarkation of troops families times for	11—16
Embarkation of troops times for	11—16
Embarkation of warrant officers families times for	10
Embarkation of warrant officers times for	10
Embarkation on day before sailing first class	8
Embarkation orders issue of for invalids	391
Embarkation passage allotment orders required on	268
Embarkation receipt and issue vouchers required on	267
Embarkation report of hour of completion of	262
Embarkation returns A F B 126)	126
Embarkation return officers	128
Embarkation return submission of	126 128—130
Embarkation vaccination certificates required on	269
Emergency and reserve rations for troop special trains	92
Endorsement of credit notes for moves between India and Burma	2
Enforcement of passage requisitions for moves between India and Burma	102
Enforcement of warrants for moves between India and Burma	5
Engagement of freight for stores rules regarding	Appx VI
Engagement of third class passengers as nurses	172
Engagement of third class passengers as nurses reports of	173
Entitled baggage arrangements for shipment	311
Entitled passengers passports for	149
Entraining strengths submission of	4
Entrainment of animals	49 106
Entrainment of baggage	49
Entrainment of guns	49 106
Entrainment of troops advance arrangements for	46
Entrainment of troops arrival at stations for	48
Entrainment of troops supervision of	47
Entrainment of vehicles	49 106
Entrainment of women and children	49
Entrainment orders issue of	45
Entrainment report of arrival of troops for	48
Entrainments supervision of	47

	PARA
Equipment for men joining trooping pools	247
Equipment for men joining trooping pools irregular use of	249
Equipment handling of on embarkation	279
Equipment to be taken by units leaving India	275
Examination of baggage by customs authorities in Great Britain	332
Examination of rolling stock	30
Excess baggage of British other ranks	299
Excess baggage payment of charges for shipment of	292
Exchange of duty by draft conducting officers	6
Exchange of duty by medical officers on troop special trains	62
Executive arrangements for despatch of troops by rail	53
Exemption from duty not conferred by grant of leave	136
Exemption from wharfage charges certificates of	328
Exemption from wharfage charges of accompanied baggage	327
Exercise at fire boat and collision stations	117
Export certificates	338

F

Failure to embark report of	241
Families accommodation in Great Britain for	Appx G
Families accommodation in transit sections for	243
Families accommodation in troop special trains for hospitals for	60
Families accompanied rail journeys of	25
Families medical inspection before departure for embarkation	250
Families motherless reports of passage requirements	290
Families not on married quarters roll journeys to ports of	18
Families not on married quarters roll passage applications for	182
Families not to be embarked within three months of confinement	250
Families of British officers accommodation in trains for	23
Families of British other ranks accommodation in trains for	23
Families of British other ranks special military rolling stock for	18
Families of British other ranks times of embarkation for	11
Families of British other ranks travelling by troop special trains rations for	93
Families of civilians subordinates rail journeys of	26
Families of Indian officers accommodation in trains for	23
Families of Indian other ranks accommodation in trains for	23
Families of officers advances to pay for passages of invalided	385
Families of officers journeys to ports for embarkation	7

	PARA
Families of officers, times of embarkation for	8
Families of soldiers, conveyance in Great Britain for	349
Families of warrant officers, journeys to ports for embarkation	10
Families of warrant officers, times of embarkation for	10
Families, reduced fare concessions in Great Britain	350
Families, third class, messing on board ship	199
Families travelling by rail, wayside meals for	93
Families travelling by rail, welfare of	52
Families travelling in small parties, messing of	101, 102
Family cars	18
Family cars, hours when husbands may travel in	25
Far East, applications for passage to	156
Fatigue parties for handling baggage of Indian troops	277
Fees of ships surgeons	145
Filling of drinking water tanks on trains	83
Final inspections of transports and freightships	115
Final inspections of transports and freightships, disposal of passengers during	116
Final requirements of third class passages, submission of	219
Final requirements of troopdeck passages, submission of	219
Findings of medical boards to be telegraphed	365
Fire boat and collision stations, exercise at	117
First class accommodation, berthing of nurses in	169
First class passengers disembarking at Marseilles, messing charges for	261
First class passengers journeys to ports for embarkation	7
First meals from kitchen cars	85
Fit passengers, medical attendance on board ship for	145
Forage for animals travelling by rail, provision of	106
Foreign destination, application for passages to	203
Foreign ports, third class passages to, applications for	221
Foreign ports, troopdeck passages to, applications for	221
Form for nominal rolls required at ports for handing in of blankets	Appr F.
Form T 63, disposal of	114
Form T 64, disposal of	115
Form T 282, disposal of	361
Formation of drafts	6
Forms and stationery, supply of for transports and freight-ship	125
Forms required at the quayside, A F B 127	262
Forms required at the quayside, A. F B 141	263

	PARA.
Forms required at the quayside, A F. N.-1511	265
Forms required at the quayside, I. A. F. M -1240	264
Forms required at the quayside, I. A. F. M -1260	269
Forms required at the quayside, receipt and issue vouchers	267
Freight for stores, rules for engagement of	317, App. M
Freight form T, disposal of	315
Freightships, berthing of children in	198
Freightships, boards of inspection for	114
Freightships, delivery of heavy baggage for	295
Freightships, embarkation in, first class passengers	8
Freightships, embarkation in, second class passengers	10
Freightships, final inspections of	115
Freightships, military medical officer in charge in	141
Freightships, passengers, baggage labels for	282
Freightships, preliminary inspections of	114
Freightships, provision of	110
Freightships, reports of arrival of	111
Freightships, scale of berthing	198
Freightships, ships staffs	132—134
Freightships, subordinate staffs	140
Freightships, supply of official publications for	124
Freightships, supply of stationery and forms for	125
Functions of transit sections	242
Furlough details, certificates to accompany I A. F. T 1724	227
Furlough details, funds for journeys to rejoin units	14
Furlough details, journeys to ports of	11, 13
Furlough details, payment, to be shown on I. A. F. T 1713A	234
Furlough details, nominal rolls of	130
Furlough details, to be issued with I A. F. T 1710	14

G

Goods of contractors, not to be conveyed on warrant	3
Government passengers, selection of cabin accommodation for	113
Guns, conveyance of	103
Guns, detrainment of	106
Guns, entrainment of	49, 106
Guns, to be conveyed in same trains as gun teams	24

H

Halts for troop special trains	35
Hammocks for troopdeck passengers	309

	PARA.
Handing over of troop special trains	29
Heavy baggage, delivery of for freightships	295
Heavy baggage, delivery of for packet steamers	295
Heavy baggage, delivery of for transports	294
Holding of medical boards, dates for	363
Horse boxes supply of	104
Horse boxes, for conveyance of unauthorised chargers	105
Horses, embarkation of	342
Horses, inspection of, before embarkation	341
Horses, inspection of, on importation	343
Horses, report of arrival in India of	344
Horses, rules for importation of private	346
Horses, segregation of at stations after importation	345
Horses, shipment of in transports	340
Hospital accommodation on troop special trains	59 60
Hospital accommodation, reports if required on board	369
Hospital accommodation to be allotted on board for active venereal patients	440
Hospital for families on troops special trains	60
Hospital for soldiers on troop special trains	59
Household effects, declaration of on importation into Great Britain	334
Household effects, definition of	333
Hot meals for troops travelling by rail	89
Hot meals for troops travelling by rail, demands for	90 91
Hot meals for troops travelling by rail, payment for	89
Hours when husbands are permitted in family cars	25

I

I. A. F. A -33, preparation of	Appx B
I. A. F. A -33, submission of	Appx. B
I A F A 441, preparation of	Appx B
I A F A 441, submission of	Appx II
I A F A 443, preparation of	Appxs A B.
I A F A 443, submission of	Appx. B
I A F A 444, preparation of	Appxs A. B
I A F A 444, Submission of	Appx B.
I. A. F. A 602	Appx A
I A. F. A 602, preparation of	Appx B
I. A. F. A. 602, submission of	Appx B
I. A. F. A -701, preparation of	Appx B.

I A F A 701, submission of	211
I A F L 1173 preparation of	211
I A F L 1173 submission of	211
I A F L 1174 preparation of	211
I A F L 1174 submission of	211
I A F M 6 approval of	211
I A F M 6 disposal of after allotment of passage	211
I A F M 6 preparation of for a mental invalid	211
I A F M 6 submission of	211
I A F M 6 to be accompanied by I A F T 1727	211
I A F M 1228 disposal of	411
I A F M 1240 for whom required at quayside	411
I A F M 1240 necessity for	411
I A F M 1240 preparation of	Appx B
I A F M 1240 submission of	Appx B
I A F M 1243 disposal of for invalid discharged in India	403
I A F M 1243 disposal of for invalid embarked in transport	394
I A F M 1243 disposal of for invalid officer embarked in ship without military medical officer in charge	398
I A F M 1243, disposal of for invalid proceeding elsewhere than Great Britain	399
I A F M 1243 disposal of for invalid proceeding to colony	400
I A F M 1243 disposal of for invalid to be admitted to hospital in Great Britain	396
I A F M 1243 disposal of for mental invalid	401
I A F M 1243 disposal of for mental invalid embarked in ship without military medical officer in charge	402
I A F M 1243 disposal of for R A F invalid	396
I A F M 1243 disposal of received after invalid has embarked	397
I A F M 1243 disposal of when invalid dies in India	403
I A F M 1244 disposal of	426
I A F M 1244 A disposal of	426
I A F M 1246 disposal of	426
I A F M 1260 necessity for	211
I A F M 1260 when required at quayside	211
I A F S 1619 ration return	211
I A F T 1705 Submission of	4
I A F T 1707, endorsement of for moves between India and Burma	2
I A F T 1707 preparation of	2
I A F T 1707 routes to be shown on	2
I A F T 1707 warrant form	2

	PARA
I A F T 1707 A endorsement of for moves between India and Burma	2
I A F T 1707 A preparation of	2
I A F T 1707 A routes to be shown on	2
I A F T 1707 A warrant form	2
I A F T 1710 half fare voucher	13
I A F T 1710 issue of	14
I A F T 1711 endorsement of, for moves between India and Burma	2
I A F T 1711, credit note	2
I A F T 1711, preparation of	2
I A F T 1711 routes to be shown on	2
I A F T. 1713 preparation of	214—217
I A F T 1713 submission of	218 219
I A F T 1713 to include all possible cases	218
I A F T 1713 A preparation of	236
I A F T 1713 A submission of	236
I A F T 1714 endorsement of for moves between India and Burma	2
I A F T 1714 preparation of	2
I A F T 1714 routes to be shown on	2
I A F T 1714 warrant form	2
I A F T 1720 H certificate to accompany	186
I A F T 1720 H preparation of	185
I A F T 1720 H submission of	185
I A F T 1721 issue of	34
I A F T 1721 time bill	34
I A F T 1724 certificates to accompany	224—227
I A F T 1724 preparation of	212
I A F T 1724 submission of	202
I A F T 1725 disposal of	321
I A F T 1725 requisition for carriage or shipping order	320
I A F T 1727 application for entitled sea passage	200
I A F T 1727, for whom required	200
I A F T 1727 preparation of	201—213
I A F T 1727 submission of	200
I A F T 1727 A application for leave concession passage	200
I A F T 1727 A for whom required	200
I A F T 1727 A, preparation of	201—212
I A F T 1727 A submission of	200
I A F T 1727 B application for leave concess on passage	200
I A F T 1727 B for whom required	200

	PARA
I A F T 1727 B preparation of	201—212
I A F T 1727 B submission of	200
I A F T 1734 issue of	347
	Appx B
I A F T 1734 preparation of	347
	Appx B
I A F T 1735 voyage report	131
I A F Z 2014 use of by embarkation authority with A F B 127	240
I A F Z 2090 disposal of	321
I A F Z 2090 packing account	320
I A F Z 2096 disposal of	321
I A F Z 2096 receipt and delivery voucher	320
Ice for kitchen cars	86
Importation of horses inspection on	343
Importation of household effects into Great Britain	334
Importation of private horses rules for	346
Importation of restricted articles into Great Britain	335
Inclusion of passage demands in I A F T 1713	218
Incorrect labelling of baggage	288
In lia Army Orders publication of trooping programme in	109
Indian limits submission of applications for passages within	197—194
Indian officers accommodation for families of in trains	23
Indian other ranks accommodation for families of in trains	23
Indian ports reports of arrival of freightships at	111
Indian ports reports of arrival of transports at	111
Indian Railways Conference Association	1
Indian scale of clothing adjustment of when moving ex India	274
Indian servants embarkation of	168
Indian sailors embarkation of	168
Indian troops fatigue parties for handling baggage of	277
Indian troops kitchen cars	18
Indian troops supervision of entrainments of	47
Indian troops travelling between Bombay and Karachi cooking pots for	120—123
Indian troops travelling by sea ration arrangements for	121—123
Indian units despatch overseas of reinforcements for	154
Individuals eligible for indulgence passages	179 Appx A
Indulgence baggage applications for shipment not to be made by telegram	316
Indulgence baggage despatch of to ports	313
Indulgence baggage shipment of	312

	PARA-
Indulgence baggage, wharfage charges for	329
Indulgence passages, allotment of	180
Indulgence passages, certificates required with applications	186
Indulgence passages, claims for compensation in lieu of . .	179
Indulgence passages, correspondence regarding	184
Indulgence passages from Great Britain, submission of applications for	189
Indulgence passages from India, investigation of applications for	189
Indulgence passages, individuals eligible for	179
	Appx h
Indulgence passages, not available for second class passengers	182
Indulgence passages, not available for third class passengers . .	182
Indulgence passages, priority list	Appx K
Indulgence passages, priority rolls for	187
Indulgence passages, registration of applications for	183
Indulgence passages, submission of applications for	185
Indulgence passengers, disembarkation of	181
Indulgence passengers, ineligible for conveyance to port	178
Indulgence passengers, journeys to ports	16
Indulgence passengers, messing charges for	178
Indulgence passengers, not to be embarked in freightships . .	178
Indulgence passengers, retention of berths by	181
Infected rolling stock, disinfection of	69
Infectious disease among crews of transports and freightships .	118
Infectious disease among troops travelling by rail, report of . .	69
Infectious disease at sea, disposal of contacts with	355, 356
Infectious disease at sea, disposal of report of	357
Infectious disease, detrainment of troops with	70, 71
Infectious disease, disposal of troops disembarked from ship with	359
Infectious disease, in freightships, reports of	354
Infectious disease, in transports, reports of	354
Infectious disease, passages for contacts with	232
Information regarding invalids required in telegraphic passage applications	390
Information to be included in passage applications of invalided officers	386
Inspecting boards for freightships	114
Inspecting boards for transports	114
Inspection, final of freightships	115
Inspection, final of transports	116
Inspection, medical before departure for embarkation	250

	PARA
Inspection medical of crews of transports	116
Inspection of arrangements for berthing of troops	115
Inspection of arrangements for messing of troops on board	114
Inspection of arrangements for preservation of health of troops embarking	114
Inspection of arrangements for stowing of baggage on board	115
Inspection of canteen cars	98
Inspection of horses before embarkation	341
Inspection of horses on importation	343
Inspection of sanitary arrangements in freightships	114
Inspection of sanitary arrangements in transports	114
Inspection of ships to be fitted as transports	112
Inspection of stock for troop special trains	30
Inspection preliminary of freightships	114
Inspection preliminary of transports	114
Inspection sanitary of accommodation for crews of transports	118
Insurance of baggage	291
Instructions for draft conducting officers issue of	6
Instructions for officers commanding drafts or details	Appx D
Instructions for preparation of A F B 127	Appx B
Instructions for submission of A F B 127	Appx B
Instructions regarding accounts etc for invalids and mental patients	Appx F
Instructions regarding preparation of accounts etc of British troops	Appx A
Intermediate ports, first class passengers disembarking at	153
Intermediate ports second class passengers disembarking at	153
Intermediate ports stowing of baggage for	278
Intermediate ports, third class passengers disembarking at	153
Interruptions of rail traffic, reports of	39
Invalid wife, cabin accommodation for husband accompanying	447
Invalided officers passages for when passage accounts exhausted	367
Invaliding boards dates for holding of	363
Invaliding boards telegraphic reports of findings of	365
Invaliding documents disposal of	392—403
Invaliding documents submission of	364
Invaliding movements of invalids after	450
Invaliding of active venereal patients	435
Invaliding of venereal patients	437
Invalids applications for passages submitted by telegram	349
Invalids class A accompanied time of arrival at ports	417

	PARA.
Invalids, class A, accommodation at ports arranged privately	418, 419
Invalids, class A, despatch to ports of	409
Invalids, class A, for direct embarkation, reception of	421
Invalids, class A, officers to wear uniform on arrival at ports	420
Invalids, class A, permission to make private arrangements at ports	419
Invalids, class A, private arrangements for accommodation at ports	418
Invalids, class A, rail accommodation for	413
Invalids, class A, reception of, at ports	415
Invalids, class A, unaccompanied, time of arrival at ports	416
Invalids, class B, reception of, at ports	422
Invalids, class B, to be despatched by troop special train	414
Invalids, classification of	367
Invalids, despatch to ports of	410
Invalids, disposal of regimental documents of	403
Invalids, embarking in packet steamers, submission of case sheets for	374
Invalids entitled to passage concessions, passages for	384
Invalids, information to be included in telegraphic passage applications	390
Invalids, instructions re accounts, etc	Appx F.
Invalids, issue of passage allotment orders for	391
Invalids kits, conveyance by rail	454
Invalids kits, inventories to be taken	452
Invalids kits, issue of labels for	453
Invalids making private arrangements for passages, embarkation of	398
Invalids, medical attendance on board for	144-145
Invalids, medical documents to accompany	404
Invalids, mental, disposal of after invaliding	423
Invalids, mental, documents to accompany	426
Invalids, mental, packet passages for	376
Invalids, mental, preparation of I. A. F. M.-6 for	379
Invalids, movement after boarding	450
Invalids not permitted to embark without sanction of Army Headquarters	388
Invalids, notice of despatch to ports	411, 412
Invalids, officers and families, advances to pay for passages	385
Invalids, officers, information to be included in passage applications	386
Invalids, passages in packet steamers for	372
Invalids, passages in packet steamers for mental patients	373

	PARA
Invalids preparation of regimental documents	407
Invalids re classification of	368
Invalids reports of casualties affecting passages for	449
Invalids reports whether services of ships surgeon required	375
Invalids rules regarding passages for	371, Appx J
Invalids to be boarded early	366
Invalids, tuberculosis d difficulty in arranging packet passages for	434
Invalids, tuberculosis, passages in packet steamers	373
Invalids, tuberculosis submission of documents for	436
Invalids, tuberculosis, submission of documents for in non trooping season	430
Inventories to be taken of invalids kits	452
Investigation of applications for indulgence passages from Great Britain to India	169
Investigation of loss of Government property by rail	81
Investigation of loss of private property by rail	81
Irregular issue of equipment to personnel for trooping pools	249
Irregular issue of kit to personnel for trooping pools	249
Issue of baggage labels for freightship passengers	281 282
Issue of baggage labels for packet steamer passengers	282
Issue of baggage labels for transport passengers	281
Issue of beer on troop special trains	100
Issue of courts martial warrants	127
Issue of detrainment orders	45
Issue of entrainment orders	45
Issue of I A F T 1710	14
Issue of I A F T 1721	34
Issue of I A F T 1734	347 Appx M
Issue of labels for invalids kits	453
Issue of labels for N C O s suitcases	303
Issue of passage allotment orders for invalids	391
Issue of posting orders	359
Issue of travelling allowances on disembarkation	360
Issue of voyage pay to soldiers when no officer on board	Appx 1
Issue of warrants on disembarkation	360
Issue of warrants to destitute passengers	16

J

Journeys to ports of destitute passengers	16
Journeys to ports of discharge by purchase personnel	13

	PARA
Journeys of ports of families not on married quarters roll	16
Journeys to ports of families of civilian subordinates	26
Journeys to ports of first class passengers, excluding invalids	7
Journeys to ports of indulgence passengers	16
Journeys to ports of invalids class A	410, 413
Journeys to ports of invalids, class B	410, 414
Journeys to ports of officers embarking with units	9
Journeys to ports of payment furlough details	13
Journeys to ports of second class passengers	10
Journeys to ports of third class passengers	11
Journeys to ports of third class passengers, private arrangements for	12
Journeys to ports of troopdeck passengers	11
Journeys to ports of troopdeck passengers, private arrangements for	12
Journeys to ports of warrant officers	10
Journeys to ports of warrant officers families	10
Journeys to ports, use of mess tins during	270

K

Kit for soldiers joining trooping pools	247
Kit for soldiers joining trooping pools, irregular issue of	249
Kitbags, marking of	307
Kitbags, required for embarkation	305
Kitbags, sea, renewal of	308
Kitbags, sea, stowing and handling of	279
Kitbags, universal, use of	306
Kitchen cars, attachment to troop special trains	86
Kitchen cars, British troops	18
Kitchen cars, first and last meals from	85
Kitchen cars, halts for trains provided with	35
Kitchen cars, Indian troops	18
Kitchen cars, standing orders for N. C. O.'s in charge of	Appx. P.
Kitchen cars, supply of rations for	86, 87
Kits of invalids, conveyance by rail	454
Kits of invalids, inventories to be taken	452
Kits of invalids, labels for	453
Kits of troops travelling by rail	77

L

Labelling of baggage	291
Labelling of baggage incorrectly	289

	PARA
Labelling of bedding rolls	280
Labelling of valises	289
Labels for baggage of freightships passengers, issue of	281, 282
Labels for baggage of packet steamer passengers, issue of	282
Labels for baggage of transport passengers issue of	281
Labels for baggage of troopdeck passengers	303, 304
Labels for invalids kits	453
Labels for N C O's suitcases, issue of	303
Labels for unit stores	282
Labour for handling baggage at ports	276
Last meals from kitchen cars	85
Last pay certificates, issue of	Appx B
Last pay certificates, preparation of	Appx A, B
Late submission of applications for advance passages	165
Late submission of applications for destitute passages	176
Late submission of applications for indulgence passages	185
Late submission of applications for second class passages	163
Late submission of applications for third class passages	219
Late submission of applications for troopdeck passages	210
Late submission of passage applications for departmental ranks	162
Latrines not to be used when trains are stationary	65
Leave concessions passage applications for officers eligible for	213
Leave does not confer exemption from duty	136
Leave passage applications for personnel granted	207
Liability for cost of damage to rolling stock	51
Liens on passages, reports of grants of	164
Liens on passages, sanctions of	164
Liens on passages, submission of passage applications by individuals granted	164
Life belts	116
Limitation of cabin baggage	286
Limitation of size of articles of baggage	283
Limitation of size of articles of cargo	314
Limitation of size of troop special trains	21
Limitation of wanted on voyage baggage	286
Loading of invalids kits on trains	454
Looting from trains, investigation of cases of	64
Looting from trains prevention of	64
Loss of baggage conveyed by sea	291
Loss of baggage conveyed by rail compensation for	60
Loss of Government stores while en route by train	81

	PARA
Loss of private property while en route by train . . .	81
Loss of troops baggage while en route by train . . .	80
Luggage of officers families travelling by troops special train . . .	78
Luggage of officers travelling by troop special train . . .	78

M

Maintenance of troops involved in rail accidents . . .	37
Marking of kitbags	307
Marking of proceedings of medical boards . . .	370
Marking of rolling stock	46
Married men travelling with families by rail . . .	25
Married quarters roll, passages for families not on . . .	182
Marseilles, disembarkation at	151
Marseilles, journeys from	151—153
Marshalling of troop special trains	27, 28
Meals for details joining troop special trains . . .	85
Meals for details leaving troop special trains . . .	85
Meals for soldiers at railway refreshment rooms . . .	101
Meals for soldiers travelling by rail in small parties . . .	101—103
Meals from kitchen cars	85
Measurement of baggage for conveyance by sea . . .	280
Medical attendance for fit passengers	145
Medical attendance for invalids embarked	144 148
Medical attendance for third class passengers . . .	147
Medical attendance on board ship, admissibility of . . .	141—143, 377
Medical attendance to be provided by ships surgeon . . .	143
Medical board proceedings, disposal of	380, 381
Medical board proceedings, disposal of when invaliding not approved	382
Medical board proceedings, for whom extra copy required . . .	380
Medical board proceedings, marking of	370
Medical boards, dates for holding of	363
Medical boards, findings of to be telegraphed . . .	365
Medical charge in freightships	141—143
Medical documents of active venereal patients disposal of . . .	444
Medical documents of mental invalids, disposal of in nontroop ing season	432
Medical documents to accompany invalids	404
Medical documents to accompany mental invalids . . .	426
Medical documents to accompany mental invalids, disposal of . . .	426—429
Medical duties on troop special trains, exchange of . . .	62

	PARA
Medical inspection before departure for embarkation . . .	250
Medical inspection, disembarkation, after . . .	251
Medical inspection of crews of transport . . .	118
Medical inspection on embarkation . . .	251
Medical officers for duty on board ship . . .	138
Medical officers on troop special trains, duties of . . .	62
Medical stores and comforts supply of for voyage . . .	119
Men accommodation in troop special trains for hospitals for . . .	59
Mental hospitals, transfer of mental invalids to . . .	424
Mental invalids, classification of . . .	367
Mental invalids civilians, arrangements in Great Britain for . . .	429
Mental invalids, despatch of, for direct embarkation . . .	425
Mental invalids, disposal of after invaliding . . .	423
Mental invalids, disposal of medical documents of . . .	426—428
Mental invalids, disposal of medical documents of in non troop- ing season . . .	432
Mental invalids, disposal of regimental documents of . . .	431
Mental invalids, disposal of regimental documents of in non trooping season . . .	433
Mental invalids, instructions regarding accounts, etc . . .	Appx E
Mental invalids medical documents to accompany . . .	426
Mental invalids officers disposal of medical documents . . .	430
Mental invalids packet passages for . . .	373, 376
Mental invalids, preparation of I A F M 6 for . . .	379
Mental invalids, transfer to mental hospitals . . .	424
Mess tins, use of on journeys to ports . . .	270
Messing allowance inadmissible when train rations drawn . . .	97
Messing arrangements for British troops travelling by sea . . .	120
Messing arrangements for Indian troops travelling by sea . . .	122, 123
Messing arrangements for nurses travelling by sea . . .	170
Messing charges collection of . . .	257
Messing charges, indulgence passengers liable for . . .	178
Messing charges, for day before sailing . . .	259
Messing charges for first class passengers disembarking at Marseilles . . .	261
Messing charges for sons over 16 years of age . . .	253
Messing charges, to be paid in Indian currency . . .	257
Messing of British troops travelling by rail in small parties . . .	101, 102
Messing of details joining draft collecting centres . . .	85
Messing of details joining troop special trains . . .	85
Messing of details leaving troop special trains . . .	85

	PARA.
Messing of families allotted superior cabin accommodation	199
Messing of families travelling by rail in small parties . . .	101, 102
Messing of families travelling by troop special train . . .	90
Messing of families travelling by troop special train, rations . . .	93
Messing of Indian troops travelling by sea	121—123
Messing of Indian troops travelling by ordinary train . . .	95
Messing of Indian troops travelling by troop special train . . .	94
Messing of passengers ordered to embark on day before sailing	260
Messing of soldiers allotted superior cabin accommodation . . .	199
Messing of third class families at sea, special cases	199
Messing of troops embarked in freightships, inspection of arrangements for	114
Messing of troops embarked in transports, inspection of arrangements for	114
Messing of troops travelling by rail without kitchen car . . .	89
Messing officer on board ship, appointment of	182
Messing provided free when travelling by sea.	257
Mileage allowance for conveyance of baggage to or from docks	293
Military Accounts personnel, passage applications for . . .	229
Military cars	18
Military medical officer in charge in freightships	141
Military railway time tables.	33
Military rolling stock	18
Military rolling stock, allotment of	18
Military rolling stock, army numbers of	42
Military rolling stock, carrying capacity of	19
Military rolling stock, detention of	40
Military rolling stock, drinking water tanks	83
Military rolling stock, marking of, for entrainment.	46
Military rolling stock, reports of despatch of.	42, 43
Military rolling stock, responsibility for movement of . . .	18
Military rolling stock, types of	18
Military stores, rates for conveyance by rail	1
Military stores, rules for conveyance by rail	1
Military Traffic rules	1
Missing baggage, report of loss of	80
Motherless families, reports of passage requirements of . . .	220
Motorcars, certificates to accompany I A F. T 1724	224
Motorcars, not to be shipped in transports	325
Motorcars, wharfage charges for	331
Movement of invalids after boarding	450
Movement of military rolling stock, responsibility for . . .	18

	PARA
Moves between India and Burma endorsement of credit notes for	2
Moves between India and Burma, endorsement of passage requisitions for	192
Moves between India and Burma, endorsement of warrants for	2
Moves of personnel detained in transit sections	56
Moves, responsibility for co ordination of instructions for	52
Musical instruments, wharfage charges for	331

N

Names to be included in references to passage applications	212
N C O's in charge of kitchen cars, standing orders for	Appx P
N C O's, shipment of suitcases of	297
N C O's suitcases issue of labels for	303
Necessity for I A F M 1240	250
Necessity for I A F M 1260	260
Nominal rolls of active venereal patients	443
Nominal rolls of furlough details	130
Nominal rolls of invalids on I A F M 6 approval of	382
Nominal rolls of non active venereal patients	445
Nominal rolls of personnel to hand in blankets at ports	271
Nominal rolls of trained nursing orderlies	237
Nominal rolls of venereal patients submission of	237
Nominal rolls required at the quay side	266
Nominal rolls required for handing in of blankets	Appx F
Nominal rolls to be provided by embarkation authorities	126
Non active venereal patients, classification of	438
Non active venereal patients, despatch to port of	442
Non active venereal patients nominal rolls of	445
Non embarkation reports of	241
Non trooping season stores not to be shipped during	322
Notes and Instructions Rail	61
Notice of arrival of horses in India	344
Notice of despatch of ammunition by rail	41
Notice of despatch of animals by rail	41
Notice of despatch of arms by rail	41
Notice of despatch of stores by rail	41
Notice of despatch of treasure by rail	41
Notice of despatch of troops by rail	41
Notice of despatch of invalids to ports	411 412
Notice regarding customs regulations in Great Britain	Appx H
Nurses, berthing of in first class cabins	109

	PARA
Nurses certificates to be submitted for	171
Nurses engagement of third class passengers as	172
Nurses messing arrangements for	170
Nurses passports for alien	171
Nurses recovery of cost of passages for	174
Nurses reports of engagement of third class passengers as	173
Nurses responsibility for	171
Nursing orderlies trained submission of nominal rolls of	237
O	
Obviation of railway companies regulations	67
Offices committed by civilians on board ship disposal of	206
Offensive goods conveyance by rail	68
Officers accommodation in troop special trains for	58
Officers accommodation for families of in trains	23
Officers accompanying complete units journeys to ports	9
Officers advances to pay for passages of invalided	380
Officers commanding drafts or details instructions for	Appx D
Officers commanding troop special trains duties of	61
Officers commanding troops on board appointment of	132
Officers deceased shipment of effects of	324
Officers embarkation return	198
Officers exempt from duty	130
Officers families journeys to ports	"
Officers families times of embarkation of	8
Officers families travelling by troop special train	24
Officers families travelling by troop special train luggage of	78
Officers Indian Army, conveyance to port when invalided	448
Officers Indian Army transport passages for when invalided	448
Officers invalided, information to be included in passage applications	386
Officers invalided passages for when passage accounts exhausted	387
Officers journeys to ports for embarkation	7
Officers medical inspection before departure for embarkation	250
Officers mental invalids disposal of medical documents	430
Officers ordnance addresses of at ports	273
Officers passage applications under leave concession rules	213
Officers reduced fare concessions for in Great Britain	350
Officers reduced fare concessions for relatives or friends of in Great Britain	351 359
Officers required to travel by troop special train	24
Officers selection of for draft conducting duty	130

	PARA
Officers, times of embarkation of	9
Officers travelling by troop special train, luggage of	78
Officers, wearing of uniform by, when reporting for embarkation	253
Official publications, supply of for transports	121
Orderlies, trained nursing, submission of nominal rolls of	217
Orders for detrainment, issue of	45
Orders for entrainment, issue of	45
Orders for N C O's in charge of kitchen cars	Appx P
Ordinary rolling stock, carrying capacity of	20
Ordnance officers at ports addresses of	273
Overage sons messing charges for	258
Overland journeys from other than P & O ships	152
Overland journeys from P & O ships	151
Overland journeys of first class passengers	151
Overland journeys of second class passengers	153
Overland journeys of third class passengers	153

P

Packet passages for mental invalids	376
Packet passages for tuberculous invalids difficulty in arranging	134
Packet passengers, submission of case sheets for invalided	374
Packet steamers, berthing of children in	198
Packet steamers, delivery of heavy baggage for	295
Packet steamers, embarkation in first class passengers	8
Packet steamers embarkation in, second class passengers	10
Packet steamers, passages for invalids in	372
Packet steamers, provision of passages in	110
Packet steamers scale of berthing	198
Packing accounts for shipment of stores, disposal of	321
Packing material for rations for troop special trains, disposal of	87
Packing of bicycles for shipment	326
Padlocks for baggage wagons custody of	76
Padlocks for baggage wagons disposal of	79
Padlocks for baggage wagons, on troop special trains	76
Passage allotment orders issue of, for invalids	391
Passage allotment orders, required on embarkation	265
Passage applications, Aden, Basra Far East	150
Passage applications ages of children for	265

	PARA
Passage applications assessment of ages of children for	196
Passage applications dates of submission	161
Passage applications for consular service	288
Passage applications for depot reliefs	204
Passage applications for families not on married quarters roll	182
Passage applications for Military accounts personnel	229
Passage applications for personnel granted leave	207
Passage applications for Queen's Army Schoolmistresses	208
Passage applications for soldiers under sentence	159
Passage applications I A F T 1727 for whom required	200
Passage applications I A F T 1727 A for whom required	200
Passage applications I A F T 1727 B for whom required	200
Passage applications information to be furnished for invalid officers	286
Passage applications late submission of for advance passengers	165
Passage applications late submission of for destitute passengers	171
Passage applications late submission of for indulgence passengers	185
Passage applications late submission of leave concession passengers	162
Passage applications late submission of second class passengers	163
Passage applications late submission of third class passengers	219
Passage applications late submission of troopdeck passengers	210
Passage applications references to to include names	212
Passage applications responsibility of submitting authority	170
Passage applications submitted provisionally	205
Passage applications under leave concession rules	213
Passage applications within Indian limits	192 193
Passage requisitions endorsement of for passages between India and Burma	163
Passage requirements adjustment to troopng programme	109
Passages advance allotment of	166
Passages advance cancellation of	168
Passages advance recovery of cost of	167
Passages advance submission of applications for	165
Passages allotment of	230
Passages application for destitute	170
Passages authority for to be shown in applications	211
Passages between Bombay and Karachi applications for	193 194
Passages between Bombay and Karachi for payment furlough details	15
Passages between India and Burma applications for	195

	PARA
Passages, between India and Burma endorsement of requisitions for	192
Passages by air	190
Passages by packet steamer for mental invalids	370
Passages by transport for Indian Army Officers invalided	418
Passages for contacts with infectious disease	232
Passages for families not on married quarters roll	182
Passages for Indian troops travelling between Bombay and Karachi	122 123
Passages for invalided officers when passage accounts exhausted	387
Passages for invalids applications by telegram	389
Passages for invalids entitled to passage concessions	384
Passages for invalids in packet steamers	372
Passages for invalids reports of casualties affecting	449
Passages for invalids, rules regarding	371 Appx J
Passages for nurses recovery of cost of	174
Passages for soldiers for vocational training in Great Britain	230
Passages for soldiers on vocational training in India	235
Passages from Burma applications for	192 194
Passages in packet steamers provision of	110
Passages indulgence allotment of	180
Passages indulgence applications for	187
Passages indulgence certificates required with applications for	186
Passages indulgence claims for compensation in lieu of	170
Passages indulgence, correspondence regarding	184
Passages, indulgence, investigation of applications for from Great Britain to India	181
Passages indulgence from Great Britain to India submission of applications for	188
Passages indulgence, individuals eligible for	170 Appx K
Passages indulgence, not available for second class passengers	182
Passages indulgence, not available for third class passengers	182
Passages indulgence, preparation of priority rolls	187
Passages indulgence, registration of applications for	183
Passages liens on	164
Passages, maximum demands to be included in I A II T 1713	218
Passages packet for tuberculosis invalids	418
Passages payment, cost of	175
Passages payment for, by indulgence passengers	181
Passages postponement of reasons for	201
Passages relinquishment of	331

	PARA
Passages reports of casualties affecting invalid	449
Passages required for motherless families reports of	220
Passages second class late submission of applications for	163
Passages third class priority of allotment of	235
Passages to Aden Basra and Far East applications for	156
Passages to Burma applications for	192—194
Passages to colonies or foreign destinations	203
Passages to foreign ports applications for third class	221
Passages troopdeck priority of allotment of	230
Passages within Indian limits applications for	192—194
Passengers addresses in Great Britain of	210
Passengers by air, baggage allowance for	160
Passengers by air embarkation of	190
Passengers civilian certificates required from	225
Passengers destitute certificates required from	176
Passengers destitute despatch to ports of	177
Passengers destitute documents for	177
Passengers for South Africa certificates for	157
Passengers indulgence disembarkation of at intermediate ports	181
Passengers indulgence ineligible for conveyance to ports	178
Passengers indulgence messing charges for	178
Passengers indulgence not to be embarked in freightships	178
Passengers ordered to embark on day before sailing messing charges for	260
Passengers reduced fare concessions in Great Britain for relatives or friends of	351 352
Passengers selection of cabin accommodation for Government	113
Passengers third class baggage allowance in Great Britain	202
Passengers third class engagement of as nurses	172
Passengers third class engagement of as nurses reports of	173
Passengers troopdeck labels for baggage of	304
Passports for alien nurses	
Passports for alien servants	
Passports for destitute passengers	146
Passports for female passengers	180
Passports for personnel for Egypt	22
Passports for personnel for special trains accommodation for	
Passports for personnel for special trains bills for	
Passports for personnel for special trains nominal rolls of	
Passports for personnel for special trains	

	PARA
Payment for hot meals of troops travelling by rail	89
Payment for passages by indulgence passengers	181
Payment furlough details connecting passages for	15
Payment furlough details journeys from ports	14
Payment furlough details journeys to ports	13
Payment of charges for excess baggage	202
Payment of wharfage charges by Government	330 331
Payment of wharfage charges by passengers arrangements for	330
Payment passages cost of	175
Perambulators shipment of in transports	200
Personal baggage definition of	333
Personnel detained in transit sections moves of	50
Personnel for discharge by purchase journeys to ports	13
Personnel from overseas detention at ports of	55
Personnel proceeding overseas rail arrangements for	54 55
Personnel reports of arrival in India	105
Personnel reports of departure at India	155
Pets shipment of in transports	339
Play pens shipment of in transports	290
Ports applications to make private arrangements for journeys to	12
Ports arrival at of troop special trains	50
Ports despatch of destitute passengers to	177
Ports reports of arrival of freightships at	111
Ports reports of arrival of transports at	111
Posting orders disposal of	359
Posting orders issue of	309
Postponement of passages reasons for	201
Precautions for preservation of health of troops travelling by rail	3
Precautions to be observed by British troops travelling in India	66
Preliminary embarkation returns submission of	121
Preliminary inspections of freightships	114
Preliminary inspections of transports	114
Preparation of accounts of British troops	Appx A
Preparation of A T B 126	129
Preparation of A F B 127	Appx B
Preparation of A F N 1511	Appx A
Preparation of A F O 1625	Appx B
Preparation of I A F A 33	Appx B
Preparation of I A F A 441	Appx B

	PARA
Preparation of I A F A 443	Appx A II
Preparation of I A F A 444	Appx A II
Preparation of I A F A 701	Appx B
Preparation of I A F L 1173	Appx B
Preparation of I A F L 1174	Appx B
Preparation of I A F M 6 for a mental invalid	379
Preparation of I A F M 1240	Appx B
Preparation of I A F M 1260	269
Preparation of I A F T 1707	2
Preparation of I A F T 1707 A	II
Preparation of I A F T 1713	214—217
Preparation of I A F T 1713 A	236
Preparation of I A F T 1714	2
Preparation of I A F T 1720 H	185
Preparation of I A F T 1727	200—213
Preparation of I A F T 1727 A	200—213
Preparation of I A F T 1727 B	200—213
Preparation of I A F T 1734	347 Appx B
Preparation of I A F T 1735	131
Preparation of last pay certificates	Appx A
Preparation of nominal rolls of active venereal patients	444
Preparation of nominal rolls of non active venereal patients	445
Preparation of nominal rolls of personnel to hand in blankets	271
Preparation of nominal rolls of trained nursing orderlies	237
Preparation of priority rolls for indulgence passages	187
Preparation of regimental documents of invalids	407
Preparation of T 63	114
Preparation of T 64	115
Preparation of voyage report	131
Preservation of health of troops travelling by rail	53
Principal Sea Transport Officer, East Indies	110
Priority for allotment of third class passages	235
Priority for allotment of troopdeck passages	235
Priority list for indulgence passages	Appx K.
Priority rolls for indulgence passages, preparation of	187
Private arrangements for journeys to ports, applications for permission to make	12
Private passage arrangements, embarkation of invalids making	388
Proceedings of medical boards, disposal of	380 381
Proceedings of medical boards, for whom extra copy required	380
Proceedings of medical boards, marking of	370

	PARA
Prohibited articles of baggage	283
Prohibited articles for importation into Great Britain	Appx H
Provision of conveyance in Great Britain	347
Provision of deck chairs	287
Provision of forage for animals travelling by rail	106
Provision of passages in packet steamers	110
Provision of rail accommodation for class A invalids	413
Provision of rail accommodation for class B invalids	414
Provision of rations for families of British other ranks travelling by troop special train	93
Provision of rolling stock for moves	17
Provision of staffs for freightships	132
Provision of staffs for transports	132
Provision of staffs for troop special trains	57
Provision of transports and freightships	110
Provisional passage applications submission of	205
Publication of cost of payment passages	175
Publication of trooping programme	109
Pumps for drinking water tanks on troop special trains	III
Push carts shipment of in transports	290

Q

Quartermaster on board appointment of	132
Quarters for families in transit sections demands for	244
Quarters in Great Britain shortage of for families	210 Appx C
Quarters in transit sections use of	245
Queen's Army schoolmistresses passage applications for	208

R

Rail accommodation arrangements for	4
Rail accommodation demands for	5
Rail accommodation for active & general patients	440
Rail arrangements for personnel from overseas	54 55
Rail journeys of accompanied families	25
Rail journeys of families of civilian subordinates	23
Rail traffic reports of interruptions	39
Rail traffic, reports of tramping in	35
Railway companies regulations to be observed	67
Railways responsible for provision of rolling stock	17
Rates for conveyance of military stores by rail	1

	PAGE
Ration arrangements for British troops travelling by rail	86—91
Ration arrangements for British troops travelling by sea	120
Ration arrangements for Indian troops travelling by sea	121—123
Rations for families of British other ranks travelling by troop special train	93
Rations for followers travelling by troop special train	94 95
Rations for Indian troops and followers travelling by troop special train allowance in lieu of	95—97
Rations for Indian troops travelling by troop special train	94 95
Rations for kitchen cars of troop special trains	86
Rations for voyage, supply of	119
Ration returns for troop special trains	87
Ration returns I A F. S 1519	88
Reasons for postponement of passages	201
Receipts and issue vouchers required on embarkation	267
Reception of class A invalids at ports	415 421
Reception of class B invalids at ports	422
Reclassification of invalids	368
Recovery of cost of advance passages	167
Recovery of cost of passages for nurses	174
Reel Pamphlet	40
Reduced fare concessions for relatives or friends of passengers in Great Britain	351 352
Reduced fare concessions in Great Britain forms for	350
Refunds of customs duty paid in India	337
Regimental documents of active venereal patients disposal of	444
Regimental documents of invalids disposal of	408
Regimental document of invalids preparation of	407
Regimental documents of mental invalids disposal of	431
Regimental documents of mental invalids disposal of in non-trooping season	433
Regimental documents of troops for embarkation disposal of	Appx C
Registration of applications for indulgence passages	183
Regulations of railway companies to be observed	67
Reinforcements for Indian units despatch overseas of	154
Relief of troops involved in rail accidents	37
Relinquishment of passages	231
Remuneration of troop special trains	28
Revenue of each stage	308
Report of arrival of troops for entrainment	48
Report of accidents involving trains conveying troops	36
Report of arrival of air mail passenger	191

	PARA.
Reports of arrival of freightships	111
Reports of arrival of personnel in India	155
Reports of arrival of transports	111
Reports of arrival of troop special trains	44
Reports of bad sanitation in trains	65
Reports of casualties affecting passages for invalids	449
Reports of changes of station of applicants for passages	209
Reports of departure of air mail passengers	191
Reports of departure of personnel ex India	155
Reports of departure of troop special trains	44
Reports of despatches of ammunition by rail	41
Reports of despatches of animals by rail	41
Reports of despatches of arms by rail	41
Reports of despatches of military rolling stock	42, 43
Reports of despatches of stores by rail	41
Reports of despatches of treasure by rail	41
Reports of despatches of troops by rail	41
Reports of detrainment of cases of serious illness among troops travelling by rail	72
Reports of detrainment of troops with infectious disease	70, 71
Reports of infectious disease at sea, disposal of	357
Reports of infectious disease in freightships	354
Reports of infectious disease in transports	354
Reports of inspecting boards of freightships	114, 115
Reports of inspecting boards of transports	114, 115
Reports of liens on passages sanctioned	164
Reports of loss of Government property by rail	81
Reports of loss of private property by rail	81
Reports of lost baggage by rail	80
Reports of movements of invalids after boarding	150
Reports of non embarkation	241
Reports of passage requirements for motherless families	220
Reports on troop special trains	74, 75
Reports regarding troopings, submission of	362
Reports whether hospital accommodation required on board for invalids	169
Reports whether services of ship's surgeon required for invalids	375
Requirements of passages adjustment to troopings programme	109
Requisition for carriage of stores by sea	320
Requisitions for passages between India and Burma, endorsement of	192
Reserve and emergency rations for troop special trains	92

	Para
Responsibility for allotment of military rolling stock	18
Responsibility for arrangement of rail accommodation	4
Responsibility for baggage wagons	76
Responsibility for health of troops travelling by rail	53
Responsibility for movement of military rolling stock	18
Responsibility for nurses	171
Responsibility for provision of freightship accommodation	110
Responsibility for provision of passages in packet steamers	110
Responsibility for provision of rolling stock	17
Responsibility for selection of cabin accommodation	113
Responsibility for submission of passage applications	158
Responsibility for welfare of troops and families travelling by rail	52
Responsibility of authorities submitting passage applications	160
Responsibility of railways for provision of rolling stock	17
Responsibility of senior medical officer of troop special train	63
Restricted articles for importation into Great Britain	335 Appx H
Retention of berths by indulgence passengers	181
Return of sick on board disposal of	357
Rifles handling of on embarkation	279
Rolling stock assessment of damages to	30
Rolling stock, assessment of size of for troop special trains	21, 56
Rolling stock, canteen cars	18
Rolling stock, cars for British troops	18
Rolling stock, damage memorandum	30, 32
Rolling stock, damages and deficiencies	30
Rolling stock, demands for	5
Rolling stock, detached en route damage to	32
Rolling stock, detention charges for	40
Rolling stock, detention of	40
Rolling stock, disinfection of	69
Rolling stock, examination of	30
Rolling stock families cars	18
Rolling stock kitchen cars British troops	18
Rolling stock kitchen cars, Indian troops	18
Rolling stock liability for cost of damage to	31
Rolling stock, loading of	27
Rolling stock, marking of, for entrainment	46
Rolling stock payment for damage to	31
Rolling stock provision of	17

	PARA
Rolling stock report of despatch of military	42 43
Rolling stock, sentries for	29
Routes to be shown on warrant forms	2
Rules for conveyance of military stores by rail	1
Rules for conveyance of military stores by sea	Appx M
Rules for engagement of freight for stores	317 Appx M
Rules for importation of private horses	346
Rules for Military Prisons, and etc	159
Rules for passages for invalids	371 Appx J

S

Sanctions of liens on passages	164
Sanitary inspections of accommodation for crews of transports	118
Scale of berthing in freightships	198
Scale of berthing in packet steamers	198
Scale of berthing in transports	197
Schoolmistresses passage applications for	209
Sea kitbags renewal of	308
Sea kitbags handling and stowing of	279
Sea kitbags voyage kit to be packed in	305
Second class passages submission of applications for	161—163
Second class passengers addresses in Great Britain of	210
Second class passengers disembarking at intermediate ports	153
Second class passengers embarkation of	10
Second class passengers in hulgence passages not available for	162
Second class passengers journey to ports	10
Second class passengers overland journeys for	153
Second class passengers times of embarkation of	10
Segregation of horses on importation	345
Selection of cabin accommodation	113
Selection of draft conducting officers	135
Senior medical officer on board appointment of	132
Semirity list of officers to embark	121
Sentries for rolling stock	29
Serious illness among troops travelling by rail	22
Servants alien passports for	171
Servants embarkation of	168
Services of ships surgeon for invalids	144, 148 375
Shipment of bicycles in transports	726
Shipment of cargo in transports	314
Shipment of dogs or other pets	339

	PAGE
Shipment of effects of deceased officers	374
Shipment of entitled baggage arrangements for	311
Shipment of horses in transports	340
Shipment of indulgence baggage in transports	312
Shipment of indulgence baggage telegraphic application not to be made for	316
Shipment of motorcars in transports	325
Shipment of perambulators etc	290
Shipment of stores in transports	373
Shipment of stores submission of applications for	318 319
Shipment of suitcases for civilians	297
Shipment of suitcases for N C Os	297
Shipment of unaccompanied baggage c. last voyages	314
Shipping order	370
Shipping order disposal of	371
Ships staffs arrival at ports	137
Ships staffs freightships and transports	132—134
Ships surgeon fees of	145
Ships surgeon in medical charge of freightships	142
Ships surgeon payment of	146 148
Ships surgeon report whether services required for invalids	375
Ships surgeon to provide medical attendance	143
Ships to be fitted as transports boards of inspection for	112
Sick on board ship disposal of return of	357
Size of packages for shipment as baggage	283 285
Size of packages for shipment as cargo in transports	314
Size of troop special trains	21
Small parties of soldiers travelling by rail meals for	101—103
Soldiers accommodation in troop special trains for hospitals for	59
Soldiers applications from to travel to ports privately	12
Soldiers conveyance in Great Britain for families of	349
Soldiers for vocational training in Great Britain passages for	239
Soldiers issue of voyage pay to when no officer on board	Appx A
Soldiers joining trooping pools documents of	248
Soldiers joining trooping pools equipment of	247
Soldiers joining trooping pools kit of	247
Soldiers kitbags required by, on embarkation	305
Soldiers meals at railway refreshment rooms	101—103
Soldiers medical inspection before departure for embarkation	270
Soldiers on vocational training in India passages for	235
Soldiers reduced fare concessions in Great Britain for	350

	PARA	
Soldiers reduced fare concessions in Great Britain for relatives or friends of	351	352
Soldiers times of embarkation for		11
Soldiers under sentence submission of passage applications for		159
Sons over 16 years of age messing charges for		258
South Africa certificates required by passengers to		157
Staffs contractors conveyance on warrant		■
Staffs for freightships	132	140
Staffs for transports		132
Staffs for troop special trains		57
Standard voyage period	Appx N	
Standing orders for N C Os in charge of kitchen cars	Appx P	
Stationery and forms for troop special trains		73
Stationery and forms supply of to freightships		125
Stationery and forms supply of to transports		125
Stations arrival of troops for entrainment at		43
Stations reports of change of entrainment at		209
Stores contractors conveyance on warrant		3
Stores despatch of with drafts		323
Stores lost on voyage disposal of claims for		361
Stores not to be shipped during non trooping season		322
Stores notice of despatch of by rail		41
Stores rules for conveyance by rail of military		1
Stores rules for engagement of freight for	Appx M	
Stores shipment of, documents required for		320
Stores shipment of, in transports		323
Stores submission of applications for shipment of	318	319
Stowing of baggage for intermediate ports		278
Stowing of baggage, inspection of arrangements for		115
Stowing of excess baggage of troopdeck passengers		300
Stowing of sea kitbags		279
Strengths entraining notice of		4
Submission of applications for advance passages		185
Submission of applications for indulgence passages		185
Submission of applications for indulgence passages from Great Britain to India		183
Submission of applications for passages between Bombay and Karachi	103	104
Submission of applications for passages between India and Burma		105
Submission of applications for passages within Indian limits	102—104	
Submission of applications for shipment of horses		340

Submission of applications for shipment of stores	318 319
Submission of applications for shipment of unaccompanied baggage	310
Submission of A F B 126	353
Submission of A F B 127	Appx B
Submission of A F N 1511	Appx B
Submission of A F O 1625	Appx B
Submission of case sheets for invalid packet passengers	374
Submission of certificates for nurses	171
Submission of correspondence regarding indulgence passages	184
Submission of documents for men joining troopng pools	248
Submission of documents for tuberculosis invalids	436
Submission of documents for tuberculosis invalids in non troopng season	435
Submission of embarkation returns	126 128 130
Submission of final requirements of third class passages	210
Submission of final requirements of troopdeck passages	210
Submission of I A F A 33	Appx B
Submission of I A F A 441	Appx B
Submission of I A F A 443	Appx B
Submission of I A F A 444	Appx B
Submission of I A F A 701	Appx B
Submission of I A I L 1173	Appx B
Submission of I A F L 1174	Appx B
Submission of I A F M 6	378
Submission of I A F M 1240	Appx B
Submission of I A F T 1705	4
Submission of I A F T 1713	218, 210
Submission of I A I T 1713 A	236
Submission of I A F T 1720 H	180 180
Submission of I A F T 1724	222
Submission of I A F T 1727	200—213
Submission of I A F T 1727 A	200—213
Submission of I A F T 1727 B	200—213
Submission of I A F T 1727 with I A F M B	343
Submission of invaliding documents	364
Submission of nominal rolls of personnel to hand in blankets	271
Submission of nominal rolls of trained nursing orderlies	237
Submission of nominal rolls of venereal patients	237
Submission of passage applications authorities responsible for	158
Submission of passage applications dates for	161

	PARA
Submission of passage applications, for soldiers under sentence	159
Submission of passage applications, provisionally	205
Submission of preliminary embarkation returns	126
Submission of reports on trooping	362
Submission of telegraphic applications for invalid passages	389
Submitting authority, responsibility of for passage applications	160
Subordinate staffs for freightships	140
Subordinates, civilian, journeys by rail of families of	26
Suitcases, loading of	298
Suitcases, not allowed on troopdecks	298
Suitcases of civilians shipment of	297
Suitcases, of N C Os labels for	303
Suitcases, of N C Os, shipment of	297
Supervision of canteen cars	98
Supervision of entrainments	47
Supply of chlorinating solution to trains	84
Supply of disinfectants for voyages	119
Supply of drinking water by rail	92
Supply of goods to troop special trains by unit contractors	99
Supply of horse boxes	104
Supply of liquor to troops travelling by rail	100
Supply of medical stores and comforts for voyages	119
Supply of official publications for freightships	124
Supply of official publications for transports	124
Supply of rations for voyage	119
Supply of reserve and emergency rations for troop special trains	92
Supply of stationery and forms to freightships	125
Supply of stationery and forms to transports	125
Supply of stationery for officers commanding troop special trains	73
Supply of veterinary stores for voyages	119
Suspension of rail traffic after serious accidents, reports of	38

T

T 63, disposal of	114
T 63, preparation of	114
T 64, disposal of	115
T 64 preparation of	115
Tailors Indian, embarkation of	168
Taking over of troop special trains	29
Telegraphic applications for passages for invalids	389

	PARA
Telegraphic applications for passages for invalids information to be included in	390
Telegraphic reports of findings of medical boards	365
Third class passages applications for	214 221
Third class passages bulk allotments of	233
Third class passages priority of allotment of	235
Third class passages submission of final demands for	210
Third class passages to foreign ports applications for	221
Third class passengers and losses in Great Britain of	210
Third class passengers baggage allowance in Great Britain	302
Third class passengers disembarking at intermediate ports	153
Third class passengers engagement of as nurses	172
Third class passengers engagement of as nurses reports of	173
Third class passengers indulgence passages not available for	182
Third class passengers journeys to ports	11
Third class passengers medical attendance on board ship for	147
Third class passengers messing of on board ship	199
Third class passengers overland journeys of	153
Third class passengers times of embarkation for	11
Throwing of bottles on railway lines	65
Time bills alterations to	34
Time bills for parties travelling by rail	34
Times of arrival at ports of accompanied class A invalids	417
Times of arrival at ports of unaccompanied class A invalids	410
Times of completion of embarkations reports of	252
Times of embarkation for officers	8
Times of embarkation for officers families	8
Times of embarkation for other ranks	11
Times of embarkation for other ranks families	11
Times of embarkation for warrant officers	10
Times of embarkation for warrant officers families	10
Timings for troop special trains	33
Traffic by rail reports of interruptions in	39
Traffic by rail reports of transshipments	39
Train staffs detriment of	50
Train warrant officer accommodation for	74
Train warrant officer duties of	73
Trained nursing orderlies submission of nominal rolls of	237
Transfer of mental invalids to mental hospitals	424
Transshipment of military rail traffic, reports of	39
Transit sections accommodation for families at	243
Transit sections allotment of passages to	238

	PAGE.
Transit sections, functions of	242
Transit sections, moves of personnel detained in	56
Transit sections, use of	245
Transport passages for Indian Army officers when invalidated	148
Transport passengers, baggage labels for	281, 304
Transports, berthing of children in	107
Transports, boards of inspection for	114
Transports, delivery of heavy baggage for	204
Transports, engagement of	112
Transports, final inspections of	115
Transports, inspections of after adverse reports	112
Transports, inspections of ships to be fitted as	113
Transports, medical inspections of crews of	118
Transports, preliminary inspections of	114
Transports, provision of	110
Transports, reports of arrival at Indian ports	111
Transports, reports of infectious disease in	354
Transports, responsibility for provision of	110
Transports, scale of berthing	107
Transports, selection of cabin accommodation in	113
Transports, shipment of bicycles in	326
Transports, shipment of motorcars in	325
Transports, shipment of stores in	323
Transports, staffs, appointment of	132
Transports, staffs, arrival at port	137
Transports, staffs, daily allowances for	137
Transports, supply of official publications for	124
Transports, supply of stationery and forms for	125
Transports, visitors to	277
Travelling allowances, issue of on disembarkation	360
Treasure, notice of despatch by rail	41
Troop special trains, accommodation for families in	23
Troop special trains, accommodation for hospitals in	69
Troop special trains, allowance in lieu of rations for Indian troops and followers travelling by	25-27
Troop special trains, alterations to time bills	34
Troop special trains, arrival at ports	67
Troop special trains, arrival reports	46
Troop special trains, assessment of damage to	29
Troop special trains, assessment of rolling stock for	21
Troop special trains, attachment of kitchen cars	52
Troop special trains, baggage wagons	76

	PARA
Troop special trains, canteen cars for	98
Troop special trains, charges for	21
Troop special trains, damage to stock detached <i>en route</i>	32
Troop special trains, departure reports	44
Troop special trains despatch of class II invalids by	111
Troop special trains, disposal of padlocks and keys of baggage wagons	79
Troop special trains drinking water tanks	83
Troop special trains, duties of kitchen car N C O's	Appx P
Troop special trains, duties of medical officers of	62
Troop special trains duties of officers commanding	61
Troop special trains duties of train warrant officers	73
Troop special trains, emergency rations for	92
Troop special trains, halts for	33
Troop special trains handing over of	30
Troop special trains hospital accommodation on	59, 60
Troop special trains, husbands travelling in family cars	25
Troop special trains, inspection of rolling stock for	30
Troop special trains, limitation of size of	21
Troop special trains, loading of baggage wagons	70
Troop special trains, marshalling of	27, 28
Troop special trains military rolling stock for	18
Troop special trains office accommodation on	58
Troop special trains pay for staffs of	57
Troop special trains, payment for damage to	31
Troop special trains, provision of rolling stock for	17
Troop special trains, ration arrangements for	86-91
Troop special trains, ration arrangements for details joining	85
Troop special trains ration arrangements for details leaving	85
Troop special trains ration returns for	87, 88
Troop special trains, rations for followers	94, 95
Troop special trains, rations for Indian troops	94, 95
Troop special trains, rations for kitchen cars	86
Troop special trains re marshalling of	28
Troop special trains, reports	74 75
Troop special trains reports of arrival of	41
Troop special trains reports of departure of	44
Troop special trains, reports of despatch of	43
Troop special trains, reserve rations for	92
Troop special trains responsibility for baggage	76
Troop special trains, responsibility of medical officer	63
Troop special trains, size of	21

	PARA
Troop special trains, staffs of	57
Troops special trains, stationery for	73
Troop special trains, supplies by unit contractors	99
Troop special trains, taking over of stock for	29, 30
Troop special trains, tunings for	23
Troop special trains, unloading of baggage wagons	79
Troop special trains water supply for	82—84
Troopdeck passages, applications for	214—221
Troopdeck passages, bulk allotments of	233
Troopdeck passages, priority of allotment of	235
Troopdeck passages, submission of final demands for	219
Troopdeck passages, to foreign ports, applications for	221
Troopdeck passengers baggage labels for	203, 304
Troopdeck passengers bedding on board ship	309
Troopdeck passengers collection of excess baggage	300
Troopdeck passengers custom arrangements for excess baggage of in Great Britain	301
Troopdeck passengers, issue of baggage labels for	303
Troopdeck passengers, journeys to ports of	11
Troopdeck passengers provision of labels for excess baggage	304
Troopdeck passengers, stowing of excess baggage of	300
Troopdeck passengers withdrawal of blankets from	309
Troopdecks suitcases not allowed on	298
Trooping pools, allotment of passages for	238
Trooping pools, composition of	246
Trooping pools documents of soldiers joining	248
Trooping pools, equipment for soldiers joining	247
Trooping pools, irregular issue of equipment to men joining	249
Trooping pools, irregular issue of kit to men joining	249
Trooping pools kit of soldiers joining	247
Trooping programme	109
Trooping reports submission of	362
Troops, advance arrangements for entrainment of	46
Troops, baggage, losses of when travelling by rail	80
Troops, berthing of, inspection of arrangements for	115
Troops detriment of	51
Troops, disposal of when disembarked from ship with infectious disease	379
Troops, notice of despatch of by rail	41
Troops travelling by rail, loading of	77
Troops, travelling by rail, losses of	103
Troops, travelling by rail cases of serious illness among	72

	PARA.
Troops, travelling by rail, demands for hot meals for . . .	90, 91
Troops, travelling by rail hot meals for	89
Troops, travelling by rail, kits of	77
Troops, travelling by rail, payment for hot meals for . . .	90
Troops, travelling by rail, preservation of health of . . .	53
Troops, travelling by rail, report of infectious disease among .	69
Troops, travelling by rail, responsibility for health of . . .	53
Troops, travelling by rail, wayside meals for	89
Troops, travelling by rail, welfare of	52
Troops, travelling by rail, when involved in serious accidents .	37
Tuberculosis invalids, classification of	367
Tuberculosis invalids, difficulty in arranging packet passages for	434
Tuberculosis invalids, documents for	436
Tuberculosis invalids, passages in packet steamers for . . .	373
Tuberculosis invalids, submission of documents in non trooping season	435

U

Unaccompanied baggage, not to be shipped on last voyages .	314
Unaccompanied baggage, submission of applications for ship- ment of	310
Unaccompanied baggage, wharfage charges for	330
Unauthorized chargers, conveyance by rail	105
Uniform to be worn by class A invalids on arrival at ports .	420
Uniform, wearing of by officers reporting for embarkation .	253
Unit contractors, supplies to troop special trains by . . .	99
Unit stores, provision of labels for	282
Units embarking, journeys to port of officers accompanying .	9
Units leaving India, arms, etc to be taken by	275
Universal kitbag, articles to be packed in, for embarkation .	306
Universal kitbag, use of	306
Use of credit notes	2
Use of mess tins on journeys to ports	270
Use of sea kitbag	305
Use of universal kitbag	306
Use of warrant forms	2
Use of water supply on trains	84

V

Vaccination certificates required on embarkation	269
Valises, labelling of	289

	PARA
Vehicles, conveyance of, by rail	108
Vehicles, detrainment of	106
Vehicles, entrainment of	49, 106
Venereal disease, submission of nominal rolls of men with	237
Venereal patients, active, arrangements for despatch to port	441
Venereal patients, active disposal of documents of	444
Venereal patients, active, invaliding of	439
Venereal patients, active nominal rolls of	443
Venereal patients, active not to be allotted ordinary passages	410
Venereal patients, active to be allotted hospital accommodation on board	440
Venereal patients, active, to be despatched by mail train	440
Venereal patients, classification of	438
Venereal patients, if allotted ordinary passages	440
Venereal patients, invaliding of	437
Venereal patients non active, despatch to port of	442
Veterinary stores supply of for voyages	119
Visitors to transports	254
Vocational training in Great Britain passages for soldiers for	239
Vocational training in India passages for soldiers on	235
Vouchers for ordnance stores to be handled in at ports despatch of	272
Voyage kit only to be packed in sea lthags	305
Voyage pay, issue of to soldiers when no officer embarked	Appx A
Voyage periods, standard	Appx N
Voyage reports, disposal of	131
Voyage reports preparation of	131
Voyage, supply of disinfectants for	119
Voyage supply of rations for	119
Voyage, supply of stores for	119
Voyages when unaccompanied baggage not to be shipped	314

W

Wanted on voyage baggage, limitation of	246
Warrant form, I A T T 1707	2
Warrant form, I A T T 1707 A	2
Warrant form I A T T 1714	2
Warrant forms preparation of	2
Warrant forms routes to be shown on	2
Warrant forms use of	2
Warrant officers journeys to ports of	10

- Troops, travelling by rail, demands for hot meals for
 Troops, travelling by rail hot meals for
 Troops, travelling by rail, kits of
 Troops, travelling by rail, payment for hot meals for
 Troops, travelling by rail, preservation of health of
 Troops, travelling by rail, report of infectious disease
 Troops, travelling by rail, responsibility for health of
 Troops, travelling by rail, wayside meals for
 Troops, travelling by rail, welfare of
 Troops, travelling by rail, when involved in serious accident
 Tuberculosis invalids, classification of
 Tuberculosis invalids, difficulty in arranging passage for
 Tuberculosis invalids, documents for
 Tuberculosis invalids, passages in packet steamers
 Tuberculosis invalids, submission of documents in winter season

U

- Unaccompanied baggage, not to be shipped on last train
 Unaccompanied baggage, submission of application for
 Unaccompanied baggage, wharfage charges for
 Unauthorized chargers, conveyance by rail
 Uniform to be worn by class A invalids on arrival
 Uniform, wearing of by officers reporting for embarkation
 Unit contractors, supplies to troop special trains by
 Unit stores, provision of labels for
 Units embarking, journeys to port of officers accompanying
 Units leaving India, arms, etc. to be taken by
 Universal kitbag, articles to be packed in, for embarkation
 Universal kitbag, use of
 Use of credit notes
 Use of mess tins on journeys to ports
 Use of sea kitbag
 Use of universal kitbag
 Use of warrant forms
 Use of water supply on trains

V

- Vaccination certificates required on embarkation
 Valises, labelling of

	Pa
Warrant officers times of embarkation for	
Warrants for moves between India and Burma endorsement of	
Warrants issue of on disembarkation	31
Warrants issue of to destitute passengers	1
Water supply on troop special trains	82—8
Wayside meals for families travelling by rail	9
Wayside meals for troops travelling by rail	8
Wearing of uniform by officers reporting for embarkation	25
Welfare of families travelling by rail	52
Welfare of troops travelling by rail	52
Wheeled toys shipment of	290
Withdrawal of blankets from troopdeck passengers	309
Wharfage charges accompanied baggage exempt from	327
Wharfage charges certificates of exemption from	328
Wharfage charges for accompanied indulgence baggage	329
Wharfage charges for animals	331
Wharfage charges for large musical instruments	331
Wharfage charges for motorcars	331
Wharfage charges for unaccompanied baggage	330
Wharfage charges when payable by Government	330, 331
Women accommodation in troop special trains for hospitals for	60
Women and children entrainment of	49

